



GREAT DUNMOW TOWN COUNCIL

Application Pack

Planning, Burials and

Assets Officer

July 2026



Appointment of Planning, Burials and Assets Officer

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SECTION 1 – Letter to applicants

Great Dunmow Town Council
Foakes House
47 Stortford Road
Great Dunmow
Essex
CM6 1DG

Dear Sir/Madam

Planning, Burials and Assets Officer

Thank you for your interest in the above vacancy, GDTC is looking to appoint a skilled and competent Planning, Burials and Assets Officer.

I am pleased to enclose the following documents for your information:

- Job Description
- Person Specification
- Broad Outline of Conditions of Service
- Overview of Great Dunmow and the Town Council
- Application form

Further information about Great Dunmow and the Town Council is available on our website – <https://greatdunmow-tc.gov.uk/>

If you wish to apply for this position, please complete an application form and return by 16:00 hours on Friday 31st July 2026 with interviews commencing week beginning Monday 10th August.

If you have any queries or require assistance with completion of the application form please contact the Town Clerk, Amanda Alexander on 01371 872406 or email townclerk@greatdunmow-tc.gov.uk. Please note that CVs will not be accepted.

Once again thank you for the interest you have shown in working for Great Dunmow Town Council and we look forward to receiving your completed application.

Yours faithfully,

Amanda Alexander

Ms. Alexander
Town Clerk

SECTION 2: Job Description

Great Dunmow Town Council

Job Description

Job Title: Planning, Burials and Assets Officer.

Reporting to: Town Clerk

Salary: £37,280 being SCP 26

The working week is 37 hours per week over Monday - Friday between 9am and 5.00pm with a 4:00pm finish on Friday. You will also be required to attend monthly evening planning meetings, with any additional hours accrued being taken back through TOIL, in accordance with council policy. There is an unpaid lunch break of 30 minutes each working day.

Specific responsibilities:

The Planning Officer is responsible for:

- Production of agendas, minutes and reports for the Planning Committee and attending monthly Planning Committee meetings with approximately 12 meetings a year.
- Assessing planning applications received under statutory consultation and producing advisory reports to the Planning Committee.
- Compiling and managing relevant Planning policy and providing policy updates to committee Members.
- Providing statutory consultation responses to the Local Planning Authority (LPA).
- Providing periodic cover for the administrative assistant as required.
- Acting as clerk to relevant advisory committees established by the Council from time to time.
- Implementation of committee resolutions supported by the Town Clerk.
- Production of a Town Council quarterly newsletter for the LCAS accreditation.
- Updating the Neighbourhood Plan to ensure alignment with the National Planning Policy Framework and Uttlesford's Local Plan

The Burials Clerk is responsible for:

- Administering the Town Council's services at the Town Cemetery in accordance with the Local Authorities Cemeteries Order 1977 and Town Council procedures.
- Receive, respond to queries and liaise with funeral directors, stone masons and members of the public.
- Prepare, attend and oversee all burials and cremated remains interments.
- Provide all relevant information relating to interments including supplying copies of Cemetery Rules and Regulations, allocating grave plots, arranging interment dates, and pricing information.
- Providing a friendly, efficient, compassionate and front line service for the Cemetery.

The Assets Officer is responsible for:

- Keeping an accurate, up to date register of Council owned buildings, open spaces, play areas, street furniture and cemetery assets, including condition notes, photos and lifecycle information.
- Maintaining maps, boundaries, title documents, leases, license and easements, ensuring that the Council has defensible records for land ownership and responsibilities.
- Carrying out or coordinating inspections for benches, bins, shelters, paths, fences, gates, cemetery infrastructure, recording defects and arranging remedial work.
- Managing cemetery assets such as taps, paths, fencing, signage and memorial safety equipment
- Providing evidence, photos and reports for insurance claims involving council property

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore, there is the expectation that you will carry out any other reasonable duties or requests from your line manager, that are in keeping with this post or as may be determined from time to time by the Town Council.

SECTION 3: Person Specification - Knowledge, Skills and Experience

	Essential	Desirable	Method of Assessment
Education and Qualifications	Good standard of general education. An understanding of the Local Government Environment. Strong administrative skills. Ability to prioritise multiple tasks and identify priorities. Awareness of the local planning system and development control. Ability to interpret and understand floor plans, building elevations and planning rationales.	Knowledge and experience of working with the National Planning Policy Framework and the Uttlesford Local Plan. Formal bereavement or cemetery management qualifications. Knowledge of the statutory frameworks that govern cemetery management. ICCM Level 3 Certificate (or willingness to obtain). GDPR and FOI training. Health and Safety training eg IOSH Working Safely.	Application and interview.
Attributes	Commitment to public service values and statutory compliance. Attention to detail in record keeping and legal documentation. Clear and concise communicator. Ability to delegate and hold colleagues to account. Team player. Calm and authoritative management ability. Ability to deal with elected members sensitively and respectfully.	Ability to retain high levels of information and recount complex policies. Ability to provide objective advice and policy interpretation. Compassionate public-facing skills. Interpretation of technical drawings.	Application, interview and references.
Work Experience	Ability to act with the highest level of confidentiality and sensitivity at all times. High level of interpersonal skills and ability to achieve consensus between multiple stakeholders.	Previous line management experience. Processing planning applications for advisory or committee purposes.	Application, interview and references.

	Competence in digital record management.	Risk assessment preparation for assets, memorials or public spaces.	
Motivation	Flexible attitude to working and willingness to support the wider Town council services. Keen to deliver services to the high standard required. To take part in any training courses pertinent to the role.		Application, interview and references.

SECTION 4 - Outline Conditions of Service

The following is an outline of the main terms and conditions of service attached to the post and simply seeks to provide an overview of terms and conditions for Council employees. The terms and conditions of service are those determined by the NJC for Local Government Services with some local variations.

PLACE OF WORK: The normal place of work shall be in Great Dunmow, Essex. Attendance at other locations both within and outside the town will be expected to complete the required role.

HEALTH: The successful applicant will be asked to complete a Medical Questionnaire, upon receipt of which the Council may refer matters to an Occupational Health Provider. The candidate may be required to undergo a medical examination if the Town Council considers this necessary. Any offer of employment may be conditional to a Medical Assessment.

HOURS: This is a full time annualised hours post as directed by the Town Clerk. You will be required to work some evenings and weekends to support the work of the Town Council. Hours will average 37 hours per week. There is an unpaid thirty minute lunch break each working day.

SICKNESS: If you are absent from work we shall pay you:

- (a) Statutory Sick Pay (SSP) provided that you satisfy the relevant requirements; and
- (b) Council sick pay in accordance with the provisions of your employment contract provided that you comply with our procedures regarding sick leave and the Council's sick pay policy.

PENSION: You will be auto-enrolled into the Local Government Pension Scheme with the opportunity to "opt-out" should you wish to do so.

NOTICE: You will be required to give one month's written notice should you wish to terminate your employment. You will be entitled to receive one month's notice of termination of employment or your statutory entitlement, whichever is the greater.

PROBATIONARY PERIOD: The appointment is subject to a six months probationary period, during which will be expected to establish your suitability for the post. Your employment is subject to termination at any stage during the probationary period on you giving or receiving the appropriate notice under your terms of employment.

LEAVE ENTITLEMENT: Entitlement for full time employees is 23 days per year with a further 4 days per year after 5 years of continuous service; this is pro rata for part time employees. The annual leave entitlement of employees leaving or joining an authority is proportionate to their completed service during the leave year.

SECTION 5: Overview of Great Dunmow and the Town Council

Great Dunmow:

Great Dunmow is an ancient market town in north-west Essex with an estimated population of 10,396 (2021) which is rapidly expanding.

Great Dunmow lies in the Uttlesford District at the junction of the Colchester – St Albans road (Roman Stane Street) and the Cambridge – Chelmsford road. The soil-type is chalky boulder-clay, with glacial sand and gravel in the valley of the River Chelmer. It is situated north of the A120 dual carriageway, and is about 6 miles east of Stansted Airport. The town extends northwards to include Bigods Wood, westwards to High Wood, southwards to Philpot End, and eastwards to include Homelye Farm. It is a large rural space, with highly rated productive agricultural. Because of the town's proximity to London, Stansted Airport, and the economic stature of the East and South-East of England generally, Great Dunmow is currently faced with significant development pressure.

The town is known for its four-yearly ritual of the "Flitch Trials", in which couples must convince a jury of six local bachelors and six local maidens that, for a year and a day, they have never wished themselves unwed. If successful, the couple are paraded along the High Street and receive a flitch of bacon. The custom is ancient, and is mentioned in the Wife of Bath's Prologue and Tale in Chaucer's *The Canterbury Tales*.

The Town Council:

The Great Dunmow Parish Council was established by the Local Government Act 1894. The Council's title was changed to Great Dunmow Town Council in 1990 in recognition of the Council's developing role, the town's increasing significance, population, and municipal history: the office of Chairman of the Council was renamed Town Mayor in 2000 for similar reasons.

The motto, May Dunmow Prosper, is that which occurs on a token, now in the British Museum, which was issued at Great Dunmow in 1793. The "Letters Patent", as the Grant of Arms of is termed, are in the custody of Great Dunmow Town Council.

The Town Council is the tier of local government closest to the people, providing a wide range of services and facilities including operating as a Burial Authority, providing the Dunmow Town Cemetery, green spaces, halls, and many others. It has offices in the heart of the Town Centre and delivers a wide range of services and facilities to the local people. The second tier of local government is Uttlesford District Council (<https://www.uttlesford.gov.uk/home>) and the third tier is Essex County Council, Chelmsford (<https://www.essex.gov.uk/Pages/Default.aspx>)

The Town Council consists of 18 members: 9 representing the North Ward and 9 for the South Ward. Extensive public open spaces are administered by the Council. The Council also acts as Sole Trustee to the E.T Foakes Memorial Hall & Foakes for Recreation Charitable Trusts.

The Town Council's vision is to maintain and enhance its vibrant market town character, to improve its appeal as a place to visit, and to provide its residents, young and old alike, with a wide range of retail, sport, and cultural opportunities.

Services offered and delivered by the Town Council include:

- Public open spaces and parks
- The Recreation Ground public open space
- Play areas and provision
- Doctors Pond
- War Memorial
- Community garden
- Cemetery
- Allotments
- Tennis Courts
- Community centres
- Public conveniences
- Bus shelters

SECTION 6 – Application Form

GREAT DUNMOW TOWN COUNCIL APPLICATION FORM



STRICTLY CONFIDENTIAL

It has been designed to enable you to give us a meaningful written representation of yourself and your career interests. Please complete the form accurately in black type, but if sections do not apply, leave them blank. If you have insufficient room to provide the relevant information in any section, please continue on a separate sheet.

PART A: JOB DETAILS

Post applied for

PART B: PERSONAL DETAILS

Preferred title (Mr/Mrs/Ms/Miss/Dr etc)

Surname

Forenames

Address

 Work

 Home

 Mobile

 Email

Car Owner YES/NO

Current driving licence YES/NO

Detail of endorsements

The Asylum and Immigration Act 1996 makes it a criminal offence for us to employ those who do not live or work in the United Kingdom, therefore we will require evidence of legality prior to appointment. Documents which can support this include your passport or national identity card.

Do you require a work permit to work in this country YES/NO

National Insurance Number

Detail anything in your medical history or state of health relevant to this application

No. of days sick in the last 2 yrs

No. of spells of sickness in the last 2 yrs

Types of sickness in each spell in the last 2 yrs

In accordance with the Rehabilitation of Offenders Act 1974, applicants should give details of any criminal convictions which may be relevant to their application.

Relevant details

PART C: EDUCATION AND TRAINING

[illegible]

PART D: PRESENT OR MOST RECENT EMPLOYMENT

Name and address of employer

Position held

Dates employed

Salary

£per annum

Key roles/achievements

1.

2.

3.

Reason for leaving

Date that you could take up new appointment

PART E: EMPLOYMENT HISTORY

Name and address of employer

Position held

Dates employed

Salary

£per annum

Key roles/achievements

1.

2.

3.

Reason for leaving

Name and address of employer
Position held
Dates employed
Salary £..... per annum
Key roles/achievements 1. 2. 3.
Reason for leaving
Name and address of employer
Position held
Dates employed
Salary £..... per annum
Key roles/achievements 1. 2. 3.
Reason for leaving
PROVIDE ADDITIONAL INFORMATION ON A SEPARATE SHEET IF NECESSARY

PART F: MEMBERSHIP OF PROFESSIONAL INSTITUTES

Give details of the membership body, type of membership and dates during which membership applied

PART G: PRESENT/MOST RECENT UNPAID ACTIVITY

Name and address of organisation

Position held

Dates involved

Key roles/achievements

- 1.
- 2.
- 3.

Reason for leaving (if relevant)

PART H: REFEREES

Do you wish to be approached before referees are contacted **YES/NO**

Please give details of **two** referees (one of which must be your present or last employer)

Name

Name

Address

Address



Email



Email

Position

Position

PART I: SUPPORTING STATEMENT

PART J: DECLARATIONS

To the best of my knowledge the information I have given is correct. I understand that giving false information or omitting to give relevant information could disqualify my application and, if I am appointed, could lead to my instant dismissal

.....
(Signature)

.....
(Date)

I understand that direct or indirect canvassing of councillors for any appointment shall disqualify me from appointment. I have not canvassed in connection with this application

.....
(Signature)

.....
(Date)

I have the following relationships and financial interests which are relevant to/conflict with this post

.....
(Signature)

.....
(Date)

If appointed, I consent to my personal information being held for the purpose of administration of my employment

.....
(Signature)

.....
(Date)

PART K: GUIDANCE NOTES FOR JOB APPLICATION

Please make sure your application is received by 9:00am on the closing date.

PART J: Declaration of business or other interests will not necessarily disqualify you from consideration but potential conflict interests must be declared. To avoid allegations of bias any relevant relationships must be disclosed. If undisclosed then the candidate will be liable to disqualification from further consideration or to being summarily dismissed from their appointment.