Harlow Council Job Description

Job Title:	**Planning Officer (Development Management)**	**Post Number:**	**PL0034X**

Grade:	11	**Date:**	October 2026
Directorate:	Planning and Garden Town		
Location:	Civic Centre		
Responsible to:	Development Manager		

Job Purpose:

Under the direction of the Development Manager to carry out duties arising from the Planning and related functions of the Council. Particularly to process planning applications, tree preservation orders and tree works applications, high hedges, process planning appeals, prepare reports for committee, and carry out other relevant duties

1.0 To process planning applications

2.0 Preparation of reports for Planning Committee

3.0 To consult and liaise on development control matters

4.0 To deal with Enforcement matters

5.0 To prepare cases for Appeals.

6.0 Other duties appropriate to the role.

7.0 Statement of Health and Safety

Breakdown of tasks:

1.0 To Process Planning Applications

1.1 To process applications for planning permission, consent to display advertisements, listed building consent, tree works, high hedges and any other type of application made under the planning acts.

1.2 Ensure that development management procedures arising from legislation and Council policy are adhered to.

1.3 Ensure that the correct fee is collected in respect of planning applications.

1.4 To analyse the issues raised by planning and other applications in the light of national guidance and the Harlow Local Plan/Local Development Document, and other relevant statutory requirements and the Councils' aims, and the views and objections of individuals or organisations; to carry out research and find information required in connection with this analysis, and to make a balanced judgement between conflicting pressures and priorities in formulating a recommendation.

1.5 To monitor the implementation of approved development schemes particularly with regard to compliance with planning conditions.

2.0 Preparation of Reports for Development Management Committee

2.1 To prepare reports with recommendations on applications made under the planning acts, for decision by Council Committee, taking into consideration the matters in section 1.4

3.0 To Consult and Liaise on Development Management Matters.

3.1 To give advice to Council members, other Council Services, members of the public, developers professional consultants and other agents etc. on planning matters and Council Policy and on the likelihood of consent being forthcoming on a wide range of sites and types of development proposal.

3.2 To liaise with other Council services or departments, other Councils, Government and statutory bodies etc. and to attend related internal and external meetings or working parties, in relation to Development Management duties.

3.3 Provide and analyse information for other Council Services and Members to meet their requirements, and similarly provide information to the public, companies consultants etc, on a charged basis.

4.0 To Deal with Enforcement Matters

4.1 Investigate contraventions of planning law. Prepare reports for Planning or other committees and ensure any necessary authorisation for enforcement action.

4.2 To monitor instances of contravention to ensure compliance with the requirements of enforcement notices

5.0 To Prepare Cases for Appeals.

5.1 To prepare evidence for planning appeals lodged against the Council's Planning decisions.

6.0 To undertake any other duties

6.1 To study new legislation and prepare Committee reports on the implications.

6.2 To undertake Tree Preservation Order surveys, liaise with interested parties and make Tree Preservation Orders where required.

6.3 Assist with queries on the Planning Services response to Land search requests.

6.4 To liaise with the Forward Planning section in monitoring the effectiveness of land use and other planning policies, and to identify topics or issues for further policy analysis by Forward Planning staff, and to contribute to development of policy by joint working with those officers.

6.5 Instruct and advise planning assistants and technical support staff as required.

6.6 To undertake other duties commensurate with the grade, skills, knowledge and experience of the post holder.

6.7 All employees are expected to show a commitment to safeguarding children, young people and adults with care and support needs.

6.8 All employees are expected to have regard and operate within the Council's commitment to equality and diversity and customer care.

6.9 All employees are expected to adhere to requirements of GDPR (General Data Protection Regulation) and The Data Protection Act 2018 and comply with measures to protect the confidentiality of information in accordance with Council policies and procedures.

6.10 All employees are expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

6.11 This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It will be reviewed periodically to take into account changes and developments in service requirements.

7.0 Statement of Health and Safety

7.1 Harlow Council is committed to the provision of high quality health and safety standards. In order to achieve this all staff employed by the Council have the following specific responsibilities, which are consistent with the requirements of the Health & Safety at Work etc. Act 1974.

7.2

- To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do.
- To co-operate with Harlow Council in order to enable statutory requirements to be implemented.
- Not to intentionally interfere with or misuse anything provided in the interests of health and safety.