

Job Description and Person Specification

Post Title: Building Safety Levy Officer

Reports to: Building Safety Levy and Quality Assurance Team Leader

Scale: 3

Politically Restricted: No

Overall Purpose

The Levy Collection Officer will support the administration of Building Safety Levy processes including:

- determining levy chargeability and liability
- issuing levy determination notices
- arranging spot checks
- receiving payments and issuing payment certificates
- dealing with requests for reviews from developers
- Quarterly Management Information & revenue transfer to MHCLG

The role involves collaboration with internal teams (e.g. Finance, Planning, Building Control) and external stakeholders (e.g. the Building Safety Regulator, Registered Building Control Approvers, developers), ensuring clear communication in line with Leicestershire Building Control Partnership procedures.

This role plays a key part in ensuring the Local Authority meets its obligations under the Building Safety Levy and contributes to the wider goals of improving building safety and help keep our residents safe. The postholder will support continuous improvement through feedback, collaboration, and process refinement.

Key Roles, Tasks and Responsibilities

Phase 1: Pre-Launch – Implementation Support & Preparation

- Support the Local Authority's readiness for the Building Safety Levy go-live including familiarisation with collection pathways and lifecycle processes.
- Attend MHCLG engagement sessions to gather insights, share feedback, and contribute to regional coordination and best practice.
- Monitor progress against implementation milestones and escalate risks or delays to relevant stakeholders.
- Liaise with IT providers to ensure system updates are delivered and tested ahead of launch; support internal upskilling and provide feedback to improve usability.
- Assist in setting up reporting mechanisms (e.g. DELTA platform) and financial processes to enable accurate fund transfers and performance tracking.

- Contribute to internal governance arrangements by helping define roles, responsibilities, and process linkages across departments.
- Provide input on resourcing and operational readiness, supporting the Local Authority's strategic planning for levy administration.

Phase 2: Post-Launch – Business-as-Usual Administration

- Administer the end-to-end levy process, including receipt of information and determining levy chargeability and liability, issuing levy determination notices and receipt of payments and issues of payment certificates.
- Maintain accurate records and ensure secure data handling within relevant IT and financial systems.
- Support the review and refund process by coordinating responses to client review requests, ensuring timely recalculations or confirmations of levy decisions, and facilitating the issue of revised notices or refunds in accordance with regulatory requirements.
- Issue timely levy determination notices, ensuring compliance with levy regulations.
- Conduct spot checks of sets of levy information received in accordance with regulatory requirements. This will include measuring plans, checking exemptions claimed against evidence provided and other information at the LA's disposal, checking correct application of the previously developed land rate.
- Prepare and submit quarterly transfer of MI & revenue to MHCLG.
- Act as a point of contact for levy-related queries, providing clear guidance to developers and internal teams.
- Build and maintain effective working relationships with internal departments and external stakeholders.
- Monitor regulatory updates and suggest improvements to processes, systems, and documentation to enhance efficiency and compliance.
- Be flexible in approach to the work of the Building Control Service, undertake any other duties as may be deemed necessary and where appropriate or when directed to do so by any of the Building Control Management Team. To undertake such other duties that may be assigned to the post by the Building Control Team Leader or Manager

Post Characteristics

Allowances:	None
On call/emergency situations:	None
Security/safeguarding checks:	None

Health and Safety Responsibilities

1. To be familiar and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.

2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager or the Corporate Health and Safety Adviser for action.
3. To take reasonable care for health and safety of yourself and others.
4. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.
5. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.
6. To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

Emergency Planning/Response Responsibilities

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

Person Specification

Knowledge

Essential:

Understanding of planning or building control procedures and regulatory frameworks (*3,4)

Awareness of data protection and confidentiality standards (*3,4)

Desirable:

Familiarity with financial processes such as invoicing, payment tracking, and reconciliation (*3,4)

Experience

Essential:

Experience in administrative roles (preferably within a local authority or public sector setting although not essential) (*3,4)

Desirable:

Experience in stakeholder engagement, including internal departments and external partners. (*3,4)

Skills/Abilities

Essential:

- Strong organisational skills with the ability to manage multiple tasks and meet deadlines. (*3,4)
- Attention to detail and accuracy in processing documentation and maintaining records. (*3,4)
- Clear and professional communication skills, both written and verbal. (*3,4)
- Ability to interpret, understand and apply guidance, regulations, and process maps. (*3,4)
- Able to use Office software (e.g. Microsoft Excel, Word, Outlook) and data management systems. (*3,4)
- Ability to work collaboratively across teams and with external stakeholders. (*3,4)
- Analytical skills to monitor progress and escalate issues appropriately. (*3,4)
- Basic mathematical skills to measure and calculate sums of money, building floor areas etc to properly determine levy monies to be paid or refunded. (*3,4)

Desirable:

- Proactive and adaptable, with a willingness to learn and respond to evolving priorities. (*3,4)
- Reliable and committed to delivering high-quality administrative support. (*3,4)
- Professional and courteous in stakeholder interactions. (*3,4)
- Discreet and trustworthy when handling sensitive information. (*3,4)
- Comfortable working independently and as part of a wider team. (*3,4)

Qualifications/Training

Essential:

5 x GCSEs grade 4–9, to include Maths & English

Other

Essential:

Understanding and commitment to equal opportunities (*3,4)

Working knowledge and understanding of Data Protection principles(*3,4)

Committed to the development of the service and self (*3,4)

Flexible approach (*3,4)

Method of assessment*

1. Test prior to shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence

Job Description and Person Specification details:

Reviewed by:

Latest Version Date:

Job Evaluation Ref: