



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Building Safety Levy Lead
Service	Place and Growth
Team	Building Control Solutions
Location	Shute End
Reports to	Building Control - Business & Marketing Manager
Responsible for	N/A
Grade	G9
Contract Type	Permanent Full Time
Hours	Full Time

Main Accountabilities	
1.	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.
2.	Attend MHCLG engagement sessions to gather insights, share feedback, and contribute to regional coordination and best practice.
3.	Monitor progress against implementation milestones and escalate risks or delays to relevant stakeholders.
4.	Liaise with IT providers to ensure system updates are delivered and tested ahead of launch; support internal upskilling and provide feedback to improve usability.
5.	Assist in setting up reporting mechanisms (e.g. DELTA platform) and financial processes to enable accurate fund transfers and performance tracking.
6.	Contribute to internal governance arrangements by helping define roles, responsibilities, and process linkages across departments.
7.	Provide input on resourcing and operational readiness, supporting the Local Authority's strategic planning for levy administration.





8.	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.
9.	Maintain accurate records and ensure secure data handling within relevant IT and financial systems.
10.	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.
11.	Issue timely levy determination notices, ensuring compliance with levy regulations.
12.	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.
13.	Prepare and submit quarterly transfer of MI & revenue to MHCLG.
14.	Act as a point of contact for levy-related queries, providing clear guidance to developers and internal teams.
15.	Build and maintain effective working relationships with internal departments and external stakeholders.
16.	Monitor regulatory updates and suggest improvements to processes, systems, and documentation to enhance efficiency and compliance.

Person Specification	Essential	Desirable
Education/Qualifications	Degree or equivalent experience in a Building Control or regulatory field, Business Administration or a related discipline.	
	Commitment to working towards membership of a relevant professional body (CABE/CIOB). This can be achieved by those who can demonstrate they meet the Technical Competency Framework or similar qualifications/attributes.	
	Hold a minimum L3 LABC Technical Building Control Certificate or confirm willingness upon appointment to complete the certificate within 12 months and combined relevant experience.	





Experience	In-depth understanding of the Building Safety Act 2022 and other Building Control legislation.	
	Strong knowledge of local authority finance and levy mechanisms.	
	Familiarity with digital systems used in Building Control and Levy Administration.	
	Experience of administering processes to tight timescale and with high levels of accuracy.	
		Knowledge of other legislation and services (e.g. Planning) that may impact the administration of the Building Safety Levy,
Skills/Knowledge	Expertise in audit processes and standards (internal and external).	
	Proven experience in building control or regulatory services.	
	Experience managing audits and ensuring compliance with complex regulations.	
	Demonstrated ability to lead and develop technical teams.	
	Experience contributing to policy development or service improvement initiatives.	
	Experience in reviewing systems and controls for a service and implementing measures to improve compliance and effectiveness of the service.	
		Experience working with developers and external stakeholders on levy or financial compliance.
		Experience contributing to policy development or service improvement initiatives.
	Proficient in systems administration and data management.	





	Excellent communication and stakeholder engagement skills.	
	Strong management skills to directly line manage the team of Building Control Support Technicians.	
	Experience of successfully resolving complex cases that require an element of judgement.	
	Ability to actively listen to extract and assess the important information, ask pertinent questions to seek clarification Ability to interrogate & analyse data & information.	
	Well-developed written and verbal communication skills Able to develop, lead and deliver effective strategies/projects Presentation skills, able to engage an audience Effective strategy and report writing skills, able to make recommendations for decision making.	
Behaviours/Attributes	Proactive and adaptable, with a willingness to learn and respond to evolving priorities.	
	Reliable and committed to delivering high-quality administrative support.	
	Professional and courteous in stakeholder interactions.	
	Discreet and trustworthy when handling sensitive information.	
	Comfortable working independently and as part of a wider team.	





Purpose Details	
Service Purpose	The Building Safety Levy Officer will play a pivotal role in ensuring the Council's compliance with managing the Building Safety Levy on behalf of the organisation and all associated regulatory frameworks.
Role Purpose	This role will lead on the administration, audit, and financial oversight of levy-related processes, ensuring robust systems are in place to meet internal and external audit standards. The postholder may also manage a team of Building Safety Levy Support Officers. With expertise in Building Control legislation, local authority finance, and system administration of the back-office systems in place, the post holder will be responsible for ensuring compliant systems and controls for the Building Safety Levy service, directly supporting the Head of Service to achieve compliance with both internal and external audits. The role will also act as the Council's subject matter expert on levy implementation. The postholder will ensure accurate levy calculations, timely submissions, and effective liaison with developers, finance teams, and regulatory bodies, safeguarding the Council against financial penalties and reputational risk.

Supervision and Relationships	
Supervision Received	Business & Marketing Manager
Supervision Given	None

Resources/Budget Management
Budget Responsibilities for the Collection of the Building Safety Levy.

Special Requirements
N/A

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N





Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	N

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N





WOKINGHAM
BOROUGH COUNCIL

Disclosure and Barring Service (DBS)		Details
DBS Requirement		N/A
Eligibility Tool		

Re-checks
N/A

Evaluation Declaration	
Date of Evaluation:	16/06/2026
Evaluated by:	HR Team

