JOB DESCRIPTION

PLANNING, BUILDING CONTROL & REGULATORY SERVICES

Post Title: **Building Safety Levy Collection Officer**

Post Hours: 37 hours per week

Grade: Scale 3

Responsible to: Building Control Manager

Responsible for: None

Main contact associated with principal duties:

- Assistant Director (Planning, Building Control & Regulatory Services)
- Building Control Manager
- Colleagues within Planning and Building Control
- Colleagues within Financial Services
- Building Safety Regulator
- Registered Building Control Approvers
- Developers

Job Purpose:

To support the administration of Building Control and Building Safety Levy processes, including determining levy chargeability and liability, issuing levy determination notices, arranging spot checks, processing building control applications, receiving payments and issuing payment certificates, dealing with requests for reviews from developers and Quarterly Management Information & revenue transfer to MHCLG.

Control of Resources:

Laptop

Main duties and responsibilities:

1. 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. In conjunction with the Assistant Director for Planning, Building Control & Regulatory Services 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. Processing of building regulation applications and associated tasks.

7. Provide input on resourcing and operational readiness, supporting the Local Authority's strategic planning for levy administration.

8. 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. 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.

11. Liaise with Finance and the 151 Officer to submit quarterly returns and collected revenue MHCLG.

12. Monitor regulatory updates and suggest improvements to processes, systems, and documentation to enhance efficiency and compliance.

PERSON SPECIFICATION

Building Safety Levy Collection Officer

Selection Criteria	Essential or Desirable	Assessment Method
Knowledge, skills, abilities and experience		
1. Significant experience in administrative roles (ideally within a local authority or public sector setting)	Essential	Application
2. Familiarity with financial processes such as invoicing, payment tracking, and reconciliation	Essential	Application
3. Numeracy skills to measure and calculate sums of money, building floor areas from plans, etc to properly determine levy monies to be paid or refunded.	Essential	Application Test
4. Strong organisational skills with the ability to manage multiple tasks and meet deadlines.	Essential	Application Interview
5. Attention to detail and accuracy in processing documentation and maintaining records.	Essential	Application Interview
6. Clear and professional verbal communication skills.	Essential	Application Interview
7. Ability to interpret, understand and apply guidance, regulations, and process maps.	Essential	Application Interview
8. Able to use Office software (e.g. Microsoft Excel, Word, Outlook) and data management systems.	Essential	Application Interview Test
9. Literacy skills sufficient to write emails, complete basic reports and compete records	Essential	Application Interview Test
10. Awareness and willingness of how to meet customer needs including any equality & diversity needs.	Essential	Application Interview
11. Understanding of planning or building control procedures and regulatory frameworks.	Desirable	Application Interview
12. Awareness of data protection and confidentiality standards.	Desirable	Application Interview
13. Experience in stakeholder engagement, including internal departments and external partners.	Desirable	Application Interview
Special Requirements		
None.		

Date: December 2025