

ROLE PROFILE

Job Title:	Building Safety Levy Officer
Location:	Colindale / Hybrid
Department:	Planning & Building Control
Directorate:	Growth
Grade:	G
Salary Range:	£36,585 - £40,182
Reports to:	Planning Manager (Infrastructure and Viability)

1. Job Purpose:

- 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;
- Deposit of quarterly management information and revenue transfer to MHCLG;
- 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 Local Authority procedures;
- Contribute to timely and accurate levy collection in accordance with relevant regulations and financial protocols;
- To support the Planning Manager (Infrastructure and Viability), as necessary, in the delivery of the Planning & Building Control service.

2. Key Accountabilities:

- To discharge the Council's delegated powers and duties as required by the Building Safety Levy (England) Regulations 2025, and other legislation;
- 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;
- Within limits of competence, to provide accurate information, advice, and professional support to businesses and/or individuals, in accordance with the inspection framework or through 'spot checks' and ensure appropriate action is taken to comply with legislation and technical standards;

- Maintain accurate records and ensure secure data handling within relevant IT and financial systems;
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- 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 management information and 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.

Strategic

- Within limits of competence, to support and supervise, in accordance with the management framework mentoring other members of the team seeking to gain more experience/demonstrate competency;
- To understand and contribute to the vision, values, and strategic priorities of the Planning & Building Control department.

Training

- To actively pursue personal development of skills, knowledge, and competency necessary for effective performance in the role, for the team, service, and local authority;
- To maintain membership of a relevant professional body and/or working towards accreditation proportionate to the role;
- To train, mentor and develop members of the Planning & Building Control team;
- To understand and contribute to the vision, values, and strategic priorities of the Planning & Building Control department.

3. Financial Responsibilities:

- To ensure day-to-day finance support processes are carried out efficiently and in a timely manner, including project record keeping and recovery of liability/debt;
- Responsible for accurately recording income, ensuring records are accurate and processes followed to enable reconciliation with Finance;
- To assist the Planning Manager (Infrastructure and Viability) in the delivery of a costeffective service.

4. Health and Safety Responsibilities:

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements;
- Complete mandatory health and safety training;
- Follow safe systems of work and use devices/guards provided for safety;
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices;
- Report any Accident/Incidents/Hazards;
- Take care of your own and other's safety, health, and wellbeing.

5. Promotion of Corporate Values:

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. Flexibility:

In order to deliver the service effectively, a degree of flexibility is needed, and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality:

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Educated to degree level in a relevant subject such as Planning, Building Control, and/or be able to demonstrate learning at an equivalent level.	Essential	Application
Member of a relevant professional body such as RICS, CABE, CIOB, RTPI or equivalent with evidence of achieving CPD requirement and/or working towards accreditation proportionate to the role.	Desirable	Application
Experience & Knowledge		
Experience in administrative roles (preferably within a local authority or public sector setting although not essential).	Essential	Interview
Familiarity with financial processes such as invoicing, payment tracking, and reconciliation.	Essential	Interview
Understanding of planning or building control procedures and regulatory frameworks.	Essential	Interview
Awareness of data protection and confidentiality standards.	Essential	Interview

Experience in stakeholder engagement, including internal departments and external partners.	Essential	Interview
Skill & Ability		
Strong organisational skills with the ability to manage multiple tasks and meet deadlines.	Essential	Interview
Attention to detail and accuracy in processing documentation and maintaining records. Analytical skills to monitor progress and escalate issues appropriately.	Essential	Interview
Clear and professional communication skills, both written and verbal. Ability to work collaboratively across teams and with external stakeholders.	Essential	Interview
Ability to interpret, understand and apply guidance, regulations, and process maps.	Essential	Interview
Able to use Office software (e.g. Microsoft Excel, Word, Outlook) and data management systems.	Essential	Interview
Ability to measure plans and analyse exemptions claimed/previously developed land discount claimed.	Essential	Interview
Basic mathematical skills to measure and calculate sums of money, building floor areas etc to properly determine levy monies to be paid or refunded.	Essential	Interview
Values & Behaviours		
Caring		
Integrity: I work with candidates and colleagues in a way that builds trust.	Essential	Interview
Empathy: I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok.	Essential	Interview

Support: I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt.	Essential	Interview
Learning to Improve		
Insight: I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Interview
Agile: I am fully empowered to act within the scope of my role.	Essential	Interview
Growth mindset: I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can.	Essential	Interview
Inclusive		
Personal responsibility: I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding.	Essential	Interview
Engage with discomfort: I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others.	Essential	Interview
Champion diversity: I recognise the advantages and importance of equality, diversity, and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Interview
Collaborative		
One team: I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others.	Essential	Interview

Accountable: I accept responsibility for my own actions and decisions and demonstrate commitment to ensuring these align to what is best for Barnet.	Essential	Interview
Outcomes focused: I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards.	Essential	Interview