

JOB DESCRIPTION

Job Title	Operational Standards and Building Safety Levy Lead		
Directorate	Regulatory & Operations		
Reporting to	Head of Building Control		
Grade	10		
Evaluation ref:	RP284	Job Family ref:	
Role Purpose			
The Operational Standards and Building Safety Levy Lead will play a pivotal role in ensuring the Council's compliance with the Operational Standards Rules, Monitoring Data, managing the Building Safety Levy on behalf of the organisation and all associated regulatory frameworks. 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 will also manage a team of Building Control Technicians, providing technical leadership and ensuring high-quality service delivery across Building Control functions. 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 Control 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.			
Accountabilities			
Lead the implementation and ongoing management of the Building Safety Levy across all applicable developments. Be a lead officer in ensuring effective systems and controls to enable the service to be compliant in relation to the Building Safety Act 2022 and associated regulations, maintaining up-to-date technical knowledge. Oversee internal and external audit processes, ensuring extremely high standards of documentation, accuracy, and transparency. Manage and develop Building Control Technicians, ensuring consistent performance and technical excellence. Act as the primary liaison with Finance, Legal, and Planning teams to ensure levy processes align with broader council systems.			

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Maintain and administer systems for levy tracking, Operational Standards Rules, reporting of key monitoring information, ensuring data integrity and audit readiness.

Be the lead officer for system administration for the Building Control database and back officer. Implementing changing to ensure the service is compliant and effective.

Provide expert advice to developers and stakeholders on levy obligations and exemptions.

Monitor legislative changes and emerging best practices, advising senior leaders on implications and required actions.

Prepare and present reports, briefings, and recommendations to senior management, the Building Safety Regulator, and elected members.

Support continuous improvement across Building Control systems and controls, identifying opportunities to enhance efficiency and compliance.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
In-depth understanding of the Building Safety Act 2022 and other Building Control legislation.	X	
Strong knowledge of local authority finance and levy mechanisms.	X	
Familiarity with digital systems used in Building Control and Levy Administration.		X
Knowledge of other legislation and services (e.g. Planning) that may impact the administration of the Building Safety Levy,		X
Experience		
Expertise in audit processes and standards (internal and external).	X	
Proven experience in building control or regulatory services.	X	
Experience managing audits and ensuring compliance with complex regulations.	X	
Demonstrated ability to lead and develop technical teams.	X	

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Experience contributing to policy development or service improvement initiatives.	X	
Experience in reviewing systems and controls for a service and implementing measures to improve compliance and effectiveness of the service.	X	
Experience working with developers and external stakeholders on levy or financial compliance.		X
Experience contributing to policy development or service improvement initiatives.		X
Qualifications / Registrations / Certifications		
Degree or equivalent experience in a Building Control or regulatory field, Business Administration or a related discipline.	X	
Commitment to working towards membership of a relevant professional body (e.g., Tech CABE). This can be achieved by those who can demonstrate they meet the Technical Competency Framework or similar qualifications/attributes.	X	
Additional qualifications in audit, finance, or public administration.		X
Skills		
Proficient in systems administration and data management.	X	
Excellent communication and stakeholder engagement skills.	X	
Strong management skills to directly line manage the team of Building Control Support Technicians.	X	
Working Conditions		
Dimensions of the role		
Working Arrangements		
Somerset Council's Dynamic Working Strategy will be applied to this position.		

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Corporate Accountabilities

Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.

Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: 23/10/2025