

Job Description

POST TITLE	Building Safety Act Enforcement Officer	POST NO:	HH1626
SERVICE UNIT	Housing and Development Control	GRADE:	7
JOB EVALUATION	A2171	JOB FAMILY	If applicable
RESPONSIBLE TO:	Building Control Manager		
RESPONSIBLE FOR:	None		
LOCATION	Town Hall	STATUS	Staff

Job Purpose

The Building Safety Act Enforcement Officer will support the enforcement of the 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 and Quarterly Management Information & revenue transfer to MHCLG.

They will also be responsible for the issuing and prosecution of Compliance Notices and Stop Notices under section 47 of the Building Regulations and enforcing sections 77 and 78 of the Building Act 1984, including presenting cases to Tribunals and Magistrates Courts.

The role involves collaboration with internal teams (e.g. Registered Building Inspectors, Finance, Planning) and external stakeholders (e.g. the Building Safety Regulator, Registered Building Control Approvers, Developers), ensuring clear communication in line with Local Authority 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 helping to keep our residents safe.

Main Duties and Responsibilities:

1. To support the Local Authority's readiness for the Building Safety Levy go-live. Including familiarisation with collection pathways and lifecycle processes.
2. To monitor progress against implementation milestones and escalate risks or delays to stakeholders.
3. Liaise with IT providers to ensure system updates are delivered and tested ahead of launch; support internal upskilling and provide

feedback to improve usability. Including setting up reporting mechanisms (e.g. DELTA platform) and financial processes to enable accurate fund transfers and performance tracking.

- 4 Administer the end-to-end levy process, including receipt of information from Registered Building Control Approvers, determining levy chargeability and liability, issuing levy determination notices, receipt of payments and issuing of payment certificates.
- 5 Ensure compliance with levy regulations by liaising with Registered Building Control Approvers and Developers and cross-referencing submissions with planning applications.
- 6 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 etc.
- 7 To record, acknowledge and investigate all allegations of breaches of Building Regulations reported to the Council, including reports from Registered Building Control Approvers, carrying out site inspections and interviews with alleged offenders, if necessary, in accordance with the Police and Criminal Evidence Act 1984.
- 8 To prioritise and investigate allegations, to determine whether a breach of Building Regulations has occurred and decide on the action needed to resolve it, to negotiate with those responsible and to advise on the action considered necessary to remedy any breach in line with the councils Building Control Enforcement Policy.
- 9 In conjunction with the Council's Legal Department and following the advice of a Registered Building Inspector, prepare necessary Compliance Notices, Stop Notices or other orders and arrange the service of these.
- 10 To prepare and present evidence on behalf of the Council at any court or tribunal hearing relating to any Building Safety Act or Building Act 1984 enforcement matter.
- 11 To maintain a basic overview of relevant technical and legislative guidance relating to building control enforcement including understanding basic construction pathology, products and techniques.
- 12 To attend and deal with structures reported as dangerous under sections 77 or 78 of the Building Act in conjunction with other team members.
- 13 To comply with all relevant legislation and Council policy including standing orders, finance policy, health and safety legislation and policy, General Data Protection Regulations, equalities legislation and policy.

- 14 To undertake such other duties and responsibilities as are commensurate with the salary grading of the post.
- 15 To attend training identified as necessary to undertake current and future job requirements
- 16 To work actively to promote community cohesion, good race relations and equality of opportunity.

Nature of Contacts and Relationships: Customers of the building control service, Registered Building Control Approvers, Developers, Agents, contractors, councillors and members of the general public.
Responsibilities for Supervision: None
Responsibilities for Finance: Raising invoices, payment of invoices, receiving and processing Building Safety Levy fees. Ensuring levy fees are passed to Central Government in a timely manner.
Responsibility for Physical Resources: None
Work Environment: Office based with some attendance on construction sites.

Health and Safety

Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

<p>Equality Act 2010 If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.</p> <p>Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.</p>
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Prepared by: Paul Trippier	Date: January 2026
Postholder:	Date of issue:



Person Specification

POST: Building Safety Act Enforcement Officer	GRADE: 7
DIRECTORATE: Housing and Development Control	POST NO: HH1626

Selection Criteria	Essential/ Desirable E/D	Method of Assessment Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
QUALIFICATIONS		
1. 5 GCSE's or equivalent at grade C or above to include Maths and English	E	A/C
2. HNC/HND in building studies or a related subject	D	A/C
EXPERIENCE		
3. Experience of working within the construction industry	D	A/I
4. Experience of having worked in a building control environment	D	A/I
5. Experience of formally enforcing legislative requirements	E	A/I
6. Experience of liaising with internal and external organisations to collect income/taxation	D	A/I
SKILLS AND COMPETENCIES		
7. Ability to communicate with people in a professional and efficient manner	E	A
8. Ability to accurately measure scale drawings electronically	E	A
9. Ability to work effectively under pressure and respond appropriately under emergency conditions	E	A

Selection Criteria	Essential/ Desirable E/D	<u>Method of Assessment</u> Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
10. Ability to work on own initiative	E	A
11. Ability to liaise effectively with internal and external organisations	E	A
12. Ability to organise, co-ordinate tasks, set up systems and monitor new procedures	E	A/I
13. Effective team working skills	E	A
14. Able to interpret, enforce and statistically monitor compliance with legislation	E	A/I
15. Awareness of the Building Safety Act its intention, implications and impact	E	A/I
16. Demonstrate an understanding of Building Regulations, Town and Country Planning Act and other associated legislation	E	A/I
17. A basic knowledge of building construction techniques and requirements	E	A/I
18. An understanding of PACE and evidence collection requirements	E	A
19. Possession of a current full driving licence	E	A/Production of Licence
20. Access to a vehicle for work purposes	E	A
21. Commitment to departmental and Council objectives	E	A
22. Willingness and ability to be adaptable in approach to workplace demands, including working outside and on construction sites when required	E	A

The Burnley Way

Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives. Further details are contained in the Behaviour Framework

January 2026