



Coventry City Council

Job Description

Post:	Monitoring Officer (Building Safety Levy)	Job Number:	
Service:	Law & Governance	Post Number:	
Location:	One Friargate	Grade:	

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To support the administration, monitoring and collection of the Building Safety Levy, maintaining accurate records of qualifying development activity and ensuring levy charges, payments and returns are processed in accordance with legislation and council procedures.

Main Duties and Responsibilities:

- To monitor new housing, including maintaining records of relevant applications, progress on sites identified as not started or under construction, updates of total completions and outstanding permissions, updates on mix of dwellings (including affordable housing).
- To register Initial Notices, Final Certificates and Time extensions from Registered Building Control Approvers to ensure records are accurately recorded.
- Administer the Building Safety Levy process, including maintaining records of chargeable development, levy liability and payment status.
- Assist with the calculation and issuing of Building Safety Levy notices and payment certificates, in line with legislative requirements and local procedures.
- Maintain accurate electronic records and databases to support levy monitoring, reporting and audit requirements.
- Support the processing of levy reviews, adjustments and refunds where required, ensuring appropriate records are updated.
- Prepare quarterly and annual monitoring information and returns relating to the Building Safety Levy, including financial and performance data.
- Act as a point of contact for internal colleagues and external stakeholders on routine Building Safety Levy queries, referring complex issues as appropriate.
- Work collaboratively with Building Control, Finance, Planning and Legal colleagues to support effective levy administration.
- Accurately maintain key databases and documents including the monitoring database, housing trajectory, and Infrastructure Delivery Plan.
- Monitor Building Safety Levy agreements to maintain the database and ensure the timely invoicing, receipt and dispersal of funding.

- Prepare the Annual Monitoring Report and other required reports and returns.
- Complete national and regional development monitoring returns.
- To attend and actively participate in cross-boundary monitoring work.
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to:

Date Reviewed:

Updated:



Coventry City Council

Person Specification

Post:	Monitoring Officer	Job Number:	
Service:	Regulatory Services	Post Number:	
Location:	City Centre	Grade:	

Area	Description
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Knowledge:	• Knowledge of the building control system
	• Knowledge of the development process, including basic understanding of regulatory or levy-based charging systems (or willingness to learn).
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Skills and Abilities:	• Ability to understand, analyse and present complex data
	• Ability to interpret and apply guidance, procedures and regulations accurately.
	• Good numeracy skills to support calculation, checking and reconciliation of charges.
	• Attention to detail and ability to collect, record and report on data accurately
	• Excellent communication skills for a wide range of audiences
	• Ability to plan ahead and programme work
	• Excellent literacy and numeracy
	• Ability to use a range of IT packages

Experience:	• Experience of working to varying deadlines simultaneously
	• Experience of using databases and spreadsheets
	• Experience in building control would be beneficial
	• Experience of processing financial or regulatory information in an administrative role (desirable).
	• Databases, spreadsheets, deadlines, building control beneficial

Educational:	• 2 or more A levels

Special Requirements:	• Valid driving licence • Travel to sites may be required as part of daily role
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Date Reviewed:

Updated:

