

Role Description and Employee Specification

Job Title:	Building Safety Technician	Location:	Witney
Department:	Planning Services (Building Control)	Directorate:	Governance and Regulatory Services
Reports to:	TBA	Working Hours:	37
Salary:	£28,472	Peer Group:	PGC6
Business World Post Number:	New post	Job Group:	Level 1 Case & Field Worker
Contract Type:	Permanent	Direct Reports:	None

Overall purpose of the Post:	To provide technical and administrative support to the Building Control service, including the administration, collection and monitoring of the Building Safety Levy (BSL), supporting the provision of technical advice to internal and external customers, and contributing to the efficient delivery of the service.
Key Tasks and Responsibilities:	1. Taking ownership of the day-to-day administration of the Building Safety Levy (BSL), including undertaking technical measurements and issuing relevant notices, invoices and reminders; 2. Act as the first point of contact for BSL-related enquiries from internal departments, agents, applicants and members of the public, providing advice and directing queries as appropriate; 3. Maintain and update the BSL monitoring system (Exacom), undertake BSL compliance checks in accordance with established procedures and carry out site inspections where required; 4. Attend internal and external meetings as required in support of the Building Control service and Building Safety Levy functions. 5. Validate register and process applications submitted under the Building Regulations, Competent Person Schemes, Registered Building Control Approvers and other relevant building control processes, including scanning, indexing and maintaining statutory records. 6. Provide a range of administrative support to the Building Control service, ensuring records, correspondence and documentation are maintained accurately and efficiently. 7. Assess and calculate the appropriate charges for Building Regulations applications in accordance with the Council's fee and charging schedule. 8. Provide routine technical advice to applicants, agents, members of the public and other stakeholders on Building Control matters related to building control, referring more

	complex enquiries to the appropriate Building Control Surveyor where necessary. 9. Assist with the preparation of performance data, reports and returns relating to the Building Control service and Building Safety Levy. Assist with the preparation of performance data, reports and returns relating to the Building Control service and Building Safety Levy. 10. Ensure that all records are maintained accurately and in accordance with relevant legislation, Council policies and data protection requirements.		
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	• A minimum of 5 qualifications equivalent to NVQ level 2 or GCSE at Grade C/4 or above, must include Maths and English • Experience in an administrative role (Local Authority or Public Sector setting although not essential) • Familiarity with financial processes such as invoicing and payment tracking • Understanding of planning, community infrastructure levy and building control procedures and regulatory frameworks • Maintain accurate and up to date records • Demonstrate commitment and resilience to succeed • Excellent written and verbal communication skills • Ability to manage time effectively • Competent in using a range of technology and software packages, including Microsoft and Google		
Desirable Requirements Qualifications, Skills and Abilities:	• Proven track record of working in a public sector or similar environment		
General Accountabilities:	Safeguarding – The Council is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities. The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. Work in compliance with the Codes of Conduct, Regulations and policies of the council.		
Special Conditions:	You will be expected to work reasonable additional hours in line with the needs of the service. There may be a requirement to work at other locations to meet the needs of the business. Full UK Driving Licence. Ability to travel / access to a vehicle for work purposes.		
Date Reviewed:	May 2026	Reviewed By:	Andy Jones
Checked by HRBP	Heidi Carrington Dunn	Date of Issue:	July 2026

