

# The Highland and Western Isles Valuation Joint Board

Assessor and  
Electoral Registration Officer

William J Gillies

Headquarters  
Moray House  
16-18 Bank Street  
Inverness IV1 1QY

Tel. 01463 703311

Fax. 01463 703301

e-mail: [assessor@highland.gov.uk](mailto:assessor@highland.gov.uk)

[www.highland.gov.uk/hwi-vjb](http://www.highland.gov.uk/hwi-vjb)

## PERSON SPECIFICATION

**POST: FIELD OFFICER / SENIOR TECHNICAL ASSISTANT**

ATTRIBUTES	ESSENTIAL  The minimum acceptable levels for safe and effective job performance.	DESIRABLE  The attributes of the ideal candidate.
<b>Experience</b>		Previous experience in property surveying.  Knowledge of the building industry and/or the property market.
<b>Education &amp; Qualifications</b>	A sound educational background, or work experience that demonstrates an appropriate level of literacy and numeracy.	Property related HNC/HND (or equivalent).
<b>Skills/Abilities (general)</b>	Ability to work on own initiative and flexibly as part of a team.  Ability to utilise general office IT systems including Microsoft Office.  Good organisational skills and ability to prioritise work.  Highly motivated.	Excellent spatial awareness and navigational skills.
<b>Skills/Abilities specific to post</b>	Access to Personal Transport - You will be expected to travel efficiently and effectively between various work locations within Highland to meet the operational requirements of the Service.  High standards of numeracy, literacy and technical drawing ability.  Keyboard skills and familiarity with computer applications.  The ability to liaise with customers and electors in an understanding and conscientious manner.  Satisfy the requirements of Disclosure Scotland.	European Computer Driving Licence application.

<p><b>Inter-personal &amp; social skills</b></p>	<p>Ability to relate effectively to people at all levels.</p> <p>Skilled communicator effective with colleagues, external agencies and the public.</p>	
<p><b>Working environment &amp; physical demands</b></p>	<p>Ability to access and work effectively within the built environment, including for example construction sites, tenement flats, factories and warehouses</p> <p>Appreciation, acceptance and commitment to the importance of confidentiality.</p> <p>Aptitude, energy and enthusiasm to cope with a demanding workload.</p>	

Date of current job specification    24 October 2017