

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

www.saa.gov.uk/h-wi-vjb

JOB SPECIFICATION

- POST: TEMPORARY FIELD OFFICER
(vacancy to cover maternity leave)
- GRADE: TC1/TC2
- SALARY: £19,315 - £22,781 (including Distant Islands Allowance)
- LOCATION: 42 Point Street, Stornoway, HS1 2XF
- RESPONSIBLE TO: Senior Valuer, Stornoway
- GENERAL RESPONSIBILITIES: The survey of properties, domestic and non-domestic; ingathering of information on properties and personnel; calculation of areas; interpretation and use of maps; and the preparation of permanent records associated with these activities. Handling enquiries from the public as and when required. Assisting professional staff in the conduct of major surveys. In addition, the post holder will be required to assist staff in duties required for maintenance of the Register of Electors, including door to door canvassing.
- OTHER DUTIES: The post holder will be required to perform duties appropriate to the post other than those given in the job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variances are a common occurrence and would not justify reconsideration of the grading. As a result of such it may be necessary to update this job specification from time to time.
- SPECIAL CONDITIONS: The post holder will occasionally be expected to work outside normal operational hours at times of peak pressure in order to meet statutory deadlines.
- The post holder must satisfy the requirements of Disclosure Scotland.
- A Field Officer may, from time to time, be required to undertake workload attributed to other Valuation Joint Board offices under the direction of professional staff. As such this may include time and travel away from Stornoway.
- The post of Field Officer is an essential car user post.