

The Highland and Western Isles Valuation Joint Board

Assessor and
Electoral Registration Officer

William J Gillies

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JOB SPECIFICATION

POST:	FIELD OFFICER / SENIOR TECHNICAL ASSISTANT
GRADE:	TC1/TC2/TC3 (with progression to Senior Technical Assistant TC3 grade subject to the postholder achieving and demonstrating competence to undertake higher level duties)
SALARY:	£17,221 - £20,687 (rising to maximum £23,877 on TC3 grade)
LOCATION:	Inverness
RESPONSIBLE TO:	Valuer, Inverness
GENERAL RESPONSIBILITIES:	<p>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.</p>

Progression beyond the bar to TC3, the grade of Senior Technical Assistant, will require the ability to demonstrate sound technical knowledge and competency, an ability to undertake higher level duties as deemed appropriate, and the guidance and supervision of more junior staff.

Examples of the competencies required to progress to TC3 will include the following, not all of which will be required:

- Systems – a sound comprehension of the department's administrative and computer systems
- Statutory regimes – a knowledge of the statutory regimes
- Survey work – the capacity to reference, alone or in a supervisory capacity, more complex surveys
- Additional skills – specialised knowledge in matters such as mapping, address maintenance, etc.
- Supervision – demonstration of the capacity to guide and direct, where appropriate, more junior staff
- Appraisal – completion of a satisfactory appraisal interview.

Progression to Senior Technical Assistant level will also be subject to the final approval of the Assessor.

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/Senior Technical Assistant may, from time to time, be required to undertake workload attributed to other Valuation Joint Board offices under the direction of professional staff and as such might include time and travel away from Inverness.

The post of Field Officer/Senior Technical Assistant is an essential car user post.