

# The Highland and Western Isles Valuation Joint Board

Assessor and  
Electoral Registration Officer

William J Gillies

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## **JOB SPECIFICATION**

**POST:** Divisional Valuer (Full time – 35 hours per week)

**GRADE:** PO 15-18

**SALARY:** £44,173.36 - £47,282.41

**LOCATION:** Inverness

**RESPONSIBLE TO:** Assistant Assessors, Inverness and Dingwall

**GENERAL RESPONSIBILITIES:** To manage, direct and co-ordinate a team of professional, technical, administrative and clerical staff in compiling and maintaining the Valuation Roll and Council Tax Valuation List.

To undertake highly complex valuations and dispose of appeals identified by the Assessor.

Carry out timeous delivery of statutory functions on behalf of the Assessor.

The jobholder will be expected to:-

- Manage, direct and co-ordinate a varied team to ensure timeous delivery of statutory functions on behalf of the Assessor for HWIVJB.
- Ensure statutory obligations in respect of Valuation Roll and Council Tax Valuation List are met.
- Assess, manage and improve the delivery of service provision.
- Implement, monitor and assess any changes or newly implemented procedures.
- Provide specialist advice and guidance to staff in all valuation matters, both domestic and non-domestic, including statute and case law.
- Create and maintain a work programme plan ensuring that timetable restrictions are met including valuation, revaluation cycles, annual cycles, KPI targets and appeal timetables.
- Plan, co-ordinate and allocate work to the valuation team, ensuring that statutory deadlines are met.
- Be responsible for the implementation of the HWIVJB's personnel policy, procedures and practice in respect of the professional, technical, administrative and clerical staff that make up the valuation team, e.g. recruitment and selection of staff, undertaking employee review and development plans, managing/monitoring sickness absence and undertaking disciplinary and grievance processes etc. and other Board policies on operational management.
- Undertake highly complex valuations for non- domestic properties and also domestic property valuations.
- Facilitate detailed and highly complex measurement, survey and valuation of all types of property.
- Contribute to the specification of valuation and analysis strategies and requirements.

- Preparation of reports for revaluations.
- Represent the Assessor at the Scottish Assessors' Association, as and when required and to be an Associate Member of the Scottish Assessors' Association.
- Prepare and implement schemes of value for different classes of property and assist in the preparation of national schemes of value.
- Arrange for the disposal of appeals against Valuation Roll or Valuation List entries by way of meeting with ratepayers or their agents to settle valuation appeal matters.
- Prepare cases for hearing by the Lands Tribunal or the Court of Session.
- Act as expert witness at appeal hearings and brief Counsel.
- As a Chartered Surveyor, act as formal advocate and conduct Council Tax appeals for the Assessor at Valuation Appeal Committee hearings.
- Deal with escalated complaints from council tax/ratepayers or their agents.
- Undertake major contractors principle valuations throughout the valuation area.

**OTHER DUTIES:**

- Design and develop processes to assist in the valuation of property.
- Developing and/or managing information or record systems, ensuring the proper completion and safekeeping of statutory records.
- Contribute to the review, adaptation or development of the information/record/computer systems for maintaining records and calculating valuations for rating and council tax.
- Keep up-to-date with property markets and legislation.
- Represent the Assessor or Assistant Assessors as and when required.
- Attend various departmental meetings and represent HWIVJB at external meetings, seminars etc.
- Work out with normal office hours may be required of the post at busy times.
- Carry out a programme of continuous professional development.
- Any other duties the Assessor and Assistant Assessors may from time to time determine.

The postholder 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 level of responsibility entailed. Such variances are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it may be necessary to update this job specification from time to time.

**SPECIAL CONDITIONS:**

**JUDGEMENTS AND DECISIONS**

The job predominantly involves working within defined policy guidelines, (i.e. the jobholder operates within clearly defined service/functional policy guidelines which may be referred to) rather than following established procedures. The jobholder will be expected to deal with unanticipated problems and will refer the more serious unanticipated problems to the Assistant Assessors. The jobholder has scope to exercise discretion over a range of activities, for example, activities across a number of teams.

Advice and guidance is generally accessible as and when required (i.e. the jobholder generally works autonomously and will decide when to

seek advice or guidance). The jobholder will consult the Assistant Assessors for specific advice, (i.e. the jobholder decides when managerial direction is required).

### **ACCOUNTABILITIES / SPECIAL FEATURES**

Accountable to the Assistant Assessors this post is responsible for the assessment of complex needs or service requirements and managing the quality and provision/delivery of programmes of activities or services. This will include contributing to the design, development and improvement of programmes of activities or services.

The job involves a requirement to work with, deal with, or come into contact with individuals who make substantial additional demands on the jobholder i.e. dealing with conflict, escalated complaints etc. This is an integral part of the job.

The postholder must have the ability to fit into an existing team while enhancing the strength of the organisation.

The postholder will be required to be capable of transfer across geographical and functional areas at short notice and the designation of the post reflects this requirement. Any such variation will not result in re-grading but may require the job description to be varied from time to time.

The postholder will be required to undertake a Basic Disclosure Check and must be a professional Member of the Royal Institution of Chartered Surveyors

- Notice period: Two months

**SUPERVISORY RELATIONS:** The job involves responsibility for the management, direction, co-ordination, training and development of employees or others. This includes monitoring the performance of the group or team, evaluation of the work carried out and prioritising areas of work.