

The Highland and Western Isles Valuation Joint Board

Assessor and
Electoral Registration Officer

William J Gillies

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PERSON SPECIFICATION

POST: DIVISIONAL VALUER

ATTRIBUTES	ESSENTIAL The minimum acceptable levels for safe and effective job performance.	DESIRABLE The attributes of the ideal candidate.
Experience	<ul style="list-style-type: none"> • A Chartered Surveyor with considerable relevant experience of valuation for rating purposes. 	<ul style="list-style-type: none"> • Experience in Work Planning and Performance Management.
Education & Qualifications	<ul style="list-style-type: none"> • Hold Professional Membership of RICS. • Fully conversant with Valuation Law and practice. 	<ul style="list-style-type: none"> • A relevant qualification in management.
Skills/Abilities (general)	<ul style="list-style-type: none"> • Diplomatic, discrete, politically sensitive and able to manage conflict. • Ability to work under pressure and to strict deadlines. • Understanding of key performance indicators. • Computer literacy and ability to utilise general office IT systems including Microsoft Office suite. 	
Skills/Abilities specific to post	<ul style="list-style-type: none"> • Considerable relevant experience of valuation for rating purposes. • Extensive organisational knowledge and experience of Valuation for Rating and Council Tax. • Fully conversant with Valuation Law and practice. • Experience of preparing and presenting cases to Valuation Appeal Committees. • Expected to travel efficiently and effectively between various work locations within Highland and further afield to meet the operational requirements of the Service. 	<ul style="list-style-type: none"> • Knowledge of the requirements of the Freedom of Information (Scotland) Act, GDPR and Data Protection. • Understanding of the workings of local government. • Understanding of the Assessor's relationship with government bodies and other agencies. • Organisational and procedural knowledge of how HWIVJB operates. • Knowledge of Electoral Registration practice.
Inter-personal & social skills	<ul style="list-style-type: none"> • Proven supervisory skills and experience. • Excellent interpersonal skills, written, analytical and presentation 	

	<p>skills.</p> <ul style="list-style-type: none">• Strong leadership skills.• Excellent negotiation skills.• Ability to deal with senior management and staff.• Self-disciplined individual who is flexible, rational, achieves deadlines and remains calm under pressure.• Motivated and enthusiastic.• Clear commitment to continuing professional development.	
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