

The Highland and Western Isles Valuation Joint Board

Assessor and
Electoral Registration Officer

William J Gillies

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JOB SPECIFICATION

POST: GRADUATE TRAINEE VALUER

GRADE: AP4

SALARY: £24,624 to £27,226

Upon successfully achieving full membership of the Royal Institution of Chartered Surveyors (RICS) the postholder will be redesignated as Valuer. (Salary currently £29,695 to £35,715)

LOCATION: Moray House, 16-18 Bank Street, Inverness

RESPONSIBLE TO: Divisional Valuer

GENERAL RESPONSIBILITIES: Supervised and approved work experience will be provided to assist the postholder in qualifying for membership of the RICS. This will include: inspection of all types of domestic and non-domestic property for valuation and inclusion in the Council Tax List and Non-Domestic Valuation Roll; the ingathering and analysis of rental, sales and cost information; systematic and timeous attention to all correspondence regarding valuation together with the proper conduct of meetings with ratepayers or their professional advisers.

OTHER DUTIES: 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 the 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.

QUALIFICATION REQUIRED: RICS accredited degree

SPECIAL CONDITIONS: Candidates must note that failure to qualify for full corporate membership of the RICS within a three year period would result in an offer of continued employed at Technician level providing a suitable post is available at the time. No guarantees can be given that such a post will be available.

The postholder may be required to work overtime at times of peak pressure.

This is an essential car user post.

Postholders will be required to undertake a basic Disclosure check.

FURTHER INFORMATION: Available from Fiona Rostock, Divisional Valuer or Stephen Mackenzie, Divisional Valuer on 01463 703311.