

The Highland and Western Isles Valuation Joint Board

Assessor and
Electoral Registration Officer
William J Gillies

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Moray House
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JOB SPECIFICATION

POST: TRAINEE VALUER

GRADE: TC2-3

SALARY: £21,463 - £25,454

On satisfactory completion of the academic stage of route to full RICS membership, the position will be reassessed to TC4 grade, rising to Principal Officer grade on successfully achieving full Membership of RICS.

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 in 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: Candidates should be in a position to meet the entry requirements for a relevant course leading to full professional membership of the RICS.

SPECIAL CONDITIONS: Candidates should note that as the RICS offers a number of routes to qualification; the actual route of the successful applicant is a matter to be agreed with the Assessor. RICS Routes to Assessment may be viewed online at <http://www.rics.org/uk/join/join>

Applicants should also be aware that failure to complete the academic course work or the Assessment of Professional Competence within an agreed timescale, may result in an offer of continued employment at Technician grade subject to a suitable post being available at the time. No guarantees can be given in this regard.

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.