

The Highland and Western Isles Valuation Joint Board

Assessor and
Electoral Registration Officer
William J Gillies

Headquarters
Moray House
16-18 Bank Street
Inverness IV1 1QY

Tel. 01463 703311
Fax. 01463 703301
e-mail: assessor@highland.gov.uk
www.saa.gov.uk/h-wi-vjb

JOB SPECIFICATION

POST:	VALUER
GRADE:	SCP33-40
SALARY:	£32,606.13 – £39,216.88
LOCATION:	Moray House, 16-18 Bank Street, Inverness IV1 1QY
RESPONSIBLE TO:	Divisional Valuers
GENERAL RESPONSIBILITIES:	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; maintaining a thorough knowledge of the law and principles of valuation as contained in the Lands Valuation (Scotland) Acts, Council Tax legislation and Case Law relating to these.
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:	General practice surveyor with Membership of the Royal Institution of Chartered Surveyors.
SPECIAL CONDITIONS:	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 by emailing assessor@highland.gov.uk