

# The Highland and Western Isles Valuation Joint Board

Assessor and  
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## PERSON SPECIFICATION

TITLE OF POST: Administrative Assistant

ESSENTIAL ATTRIBUTES: A good general standard of education

Excellent time management skills, with the ability to work under pressure to meet demanding and conflicting deadlines

Excellent organisational, interpersonal and communication skills

Accuracy and attention to detail

The ability to exercise discretion and confidentiality

The ability to work with and support a range of colleagues spanning the organisational hierarchy, with the capability to handle a diverse workload

Adaptability and a willingness to embrace change in response to social, technological, economic and political requirements

Excellent ICT skills and proficient use of Microsoft Office packages including Word, Excel and Outlook

Willingness to undertake training which is relevant to the post

Association of Electoral Administrator's Certificate in Electoral Administration or prepared to work towards this qualification

DESIRABLE ATTRIBUTES: HNC or HND in Administration or equivalent

A relevant qualification in IT

Date of current job specification: January 2022