

The Highland and Western Isles Valuation Joint Board

Assessor and
Electoral Registration Officer

William J Gillies

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JOB SPECIFICATION

POST: Senior Valuer (Full time – 35 hours per week)

GRADE: PO 7-10

SALARY: £40,226.08 - £43,274.75

LOCATION: Inverness

RESPONSIBLE TO: Divisional Valuers

GENERAL RESPONSIBILITIES: The successful candidates will have a supervisory responsibility for the valuation for Non-Domestic Rating and valuation for Council Tax functions of a geographical area under the direction of senior staff as to policy and local administration.

In addition, the postholders will have responsibility for the valuation of specialised classes of property across geographical areas.

The jobholder will be expected to do the following:-

Valuation

Under the direction of senior staff, preparation of instructions to and supervision of the valuation and technical staff as regards the survey, measurement and valuation of all types of lands and heritages within a geographical area; valuation of specialist property types, the ingathering and analysis of rental, sales and cost information as directed.

Maintenance of property records of lands and heritages in accordance with departmental policy.

The maintenance of the Valuation Roll with the timeous updating and issue of statutory notices.

Organisation and supervision of systematic and timeous attention to all correspondence regarding valuation received in respect of the postholder's duties and in particular, the large volume of correspondence associated with the Revaluation timetable, together with ensuring the proper conduct of meetings with ratepayers or their professional advisors.

The timeous preparation of cases for hearing before the Valuation Appeal Committee or the Lands Valuation Appeal Court and/or Lands Tribunal.

Appearing for the Assessor as an expert witness in cases before these bodies and assisting in the preparation of memoranda for Counsel.

Maintaining a thorough knowledge of the law and principles of valuation for rating as contained in the Lands Valuation (Scotland) Acts and Case Law relating thereto.

Council Tax

Maintaining the Council Tax List in respect of a geographical area, involving duties similar to those relating to the Non-Domestic Valuation Roll, and therefore similar processes of survey, notification, discussion/negotiation and appeal may arise.

Ensuring that the technical/survey processes, including analysis of sales data and planning/building control information, are maintained, and that the resultant banding and rebanding processes and clerical input are correctly progressed according to Departmental timetables.

Ensuring that Council Tax appeals are timeously dealt with, appearing for the Assessor as an expert witness, and possibly also as advocate, in appeals referred for hearing.

Upholding the current basis of banding during the life of the Council Tax List and maintaining and developing a thorough knowledge of the law contained in the Council Tax legislation and a familiarity with Case Law relating thereto.

Organisation and supervision of valuation and technical staff in a manner which provides Best Value to the Department in terms of performance and cost, and in accordance with the regime for the time being in force.

OTHER DUTIES:

The postholder will be required to perform duties appropriate to the post other than those given in the job specification. 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:

Chartered membership of the Royal Institution of Chartered Surveyors as a valuation surveyor.

SPECIAL CONDITIONS:

The postholder may be required to work overtime at times of peak pressure in order to meet work deadlines.

This post 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