

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

PERSON SPECIFICATION

POST:

SENIOR VALUER

ESSENTIAL ATTRIBUTES:

- 1) Chartered membership of the Royal Institution of Chartered Surveyors as a valuation surveyor.
- 2) Organisational/supervisory ability.
- 3) Significant knowledge and experience of Valuation for Rating and Council Tax.
- 4) Experience of rating and council tax valuation and law.
- 5) Energy and enthusiasm to cope with a demanding workload.
- 6) Apply confidentiality appropriately, taking account of data protection.
- 7) Excellent communication and interpersonal skills.
- 8) Reliability and commitment to the department.
- 9) Good keyboard skills and familiarity with computer applications.
- 10) Access to personal transport - you will be expected to travel efficiently and effectively between various work locations within Highland to meet the operational requirements of the service.

DESIRABLE:

- 1) European Computer Driving License or other equivalent qualification.
- 2) Familiarity with Microsoft Office desktop software packages.
- 3) Excellent spatial awareness and navigational skills.