

# The Highland and Western Isles Valuation Joint Board

Assessor and  
Electoral Registration Officer

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

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[www.saa.gov.uk/h-wi-vjb](http://www.saa.gov.uk/h-wi-vjb)

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## Clerical Assistant - Inverness

**Post:** Clerical Assistant  
**Location:** Moray House, 16-18 Bank Street, Inverness  
Hybrid working option available split between office and home  
**Hours:** 35 hours per week  
**Grade:** GS1-2  
**Salary:** £19,747.00 rising to £21,345.64  
**Contact:** Jackie Manson – [Jackie.Manson@highland.gov.uk](mailto:Jackie.Manson@highland.gov.uk)

### Job Purpose

To undertake a range of clerical duties including daily database processing and dealing with enquiries from the public. The postholder will provide a high quality, efficient and effective service to end users.

### Further Information

Each of the 32 local Councils within Scotland is a valuation authority and responsible for appointing an Assessor. The Assessor is responsible for assigning a value to properties for tax purposes:

- The Council Tax list records the Council Tax band of every home in Highland and Western Isles
- The Valuation Roll records the owners, occupiers and rateable values of business premises

The Electoral Registration Officer compiles the Electoral Register which lists the names and addresses of everyone registered to vote in all UK and Scottish Parliament elections and in Local Government elections.

The Highland & Western Isles Valuation Joint Board is made up of 10 elected members:

- 8 from the Highland Council
- 2 from Comhairle nan Eilean Siar (The Western Isles Council)

The Board appoints and is responsible for the administrative oversight of the Assessor and Electoral Registration Officer.

The successful applicant should be a team player by nature with good communication skills and a sound understanding of health and safety. Professionalism, self-motivation and an ability to problem solve will be required in order to carry out the role. The successful applicant should act at all times with honesty, integrity and self-respect.

Employees of the Highland & Western Isles Valuation Joint Board are required to undertake a basic Disclosure check. The successful applicant may be required to work overtime at times of peak pressure in order to meet work deadlines.

Salary placing will normally be at the first point of the scale.

## **Employee Benefits**

The Highland & Western Isles Valuation Joint Board is committed to their employees and offers an excellent benefit package that can include:

- Competitive salary with an incremental scale and annual pay review.
- 21 days paid holiday plus 14 Public paid holidays (pro rata for part-time staff), rising to 26 days paid holiday (pro rata for part-time staff) after 5 years continuous service at the commencement of the next leave year.
- Pension Scheme, including employer's contribution of 19.5%.
- A genuine commitment to the health and wellbeing of our employees.
- Family Friendly staff policies including Parental Leave.

If you are interested in working for the Highland & Western Isles Valuation Joint Board and being part of a team providing a first-class service, please view the job description and person specification below.

### **1. Job Description – Key Duties and Responsibilities**

The post holder will carry out the following key duties and responsibilities:

- Support senior staff with inputting, collation, interpretation and retrieval of information from multiple databases in connection with the preparation and maintenance of the Register of Electors.
- Carry out all clerical tasks associated with the post.
- Dealing with enquires from members of the public and others by letter and e-mail, on the telephone and at the public reception desk.
- Maintenance of internal office monitoring systems and records, including filing.
- Participation in special projects organised from time to time by senior staff.
- Providing cover for the Administrative Assistant as and when required.
- Promote and maintain a highly professional approach in dealing with the public.
- Behave at all times with honesty, integrity and self-respect.

## 2. Other Duties

You may be required to perform duties appropriate to the post other than those given in 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 variations 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 description from time to time.

## 3. Person Specification – Essential Attributes

- Good literacy and numeracy skills.
- Must be computer literate with database knowledge and experience.
- Meticulous attention to detail.
- Apply confidentiality appropriately, taking account of data protection.
- Excellent communication and interpersonal skills.
- Experience of working in an office environment.
- Able to work remotely as part of a team across multiple areas.
- Familiarity with Microsoft Office desktop software packages.
- Experience of dealing directly with the public.
- Reliability and commitment to the Department.
- Ability to work effectively to deadlines, adapt to change and manage and prioritise constant and often conflicting demands.

## 4. Person specification – Desirable Attributes

- European Computer Driving Licence or other equivalent qualification.
- Experience of electoral registration procedures, electoral registration canvassing or election duties.
- Able to work on own initiative.

Candidates should demonstrate on their application how they meet the essential criteria.

## 5. Health and Safety

Health & Safety is an integral part of any role within the Highland & Western Isles Valuation Joint Board. As such we would expect that all employees:

- Undertake a continual program of Risk Assessment in relation to their role.
- Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Valuation Joint Board's Health & Safety Procedures.

