

The Highland and Western Isles Valuation Joint Board

Assessor and
Electoral Registration Officer

William J Gillies

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PERSON SPECIFICATION

POST: FIELD OFFICER/SENIOR TECHNICAL ASSISTANT

ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience	<p>The minimum acceptable levels for safe and effective job performance.</p>	<p>The attributes of the ideal candidate.</p> <p>Previous experience in property surveying.</p> <p>Knowledge of the building industry and/or the property market.</p>
Education & Qualifications	<p>A sound educational background, or work experience that demonstrates an appropriate level of literacy and numeracy.</p>	<p>Property related HNC/HND (or equivalent).</p>
Skills/Abilities (general)	<p>Ability to work on own initiative and flexibly as part of a team.</p> <p>Ability to utilise general office IT systems including Microsoft Office.</p> <p>Good organisational skills and ability to prioritise work.</p> <p>Highly motivated.</p>	<p>Excellent spatial awareness and navigational skills.</p>
Skills/Abilities specific to post	<p>Access to Personal Transport - You will be expected to travel efficiently and effectively between various work locations within Western Isles to meet the operational requirements of the Service.</p> <p>High standards of numeracy, literacy and technical drawing ability.</p> <p>Keyboard skills and familiarity with computer applications.</p> <p>The ability to liaise with customers and electors in an understanding and conscientious manner.</p> <p>Satisfy the requirements of Disclosure Scotland.</p>	<p>European Computer Driving Licence application.</p>

<p>Inter-personal & social skills</p>	<p>Ability to relate effectively to people at all levels.</p> <p>Skilled communicator effective with colleagues, external agencies and the public.</p>	
<p>Working environment & physical demands</p>	<p>Ability to access and work effectively within the built environment, including for example construction sites, tenement flats, factories and warehouses.</p> <p>Appreciation, acceptance and commitment to the importance of confidentiality.</p> <p>Aptitude, energy and enthusiasm to cope with a demanding workload.</p>	