



**THE HIGHLAND & WESTERN ISLES  
VALUATION JOINT BOARD**  
ASSESSOR & ELECTORAL REGISTRATION OFFICER JOB PROFILE



## Contents

Information on The Highland and Western Isles Valuation Joint Board .....	2
Job Profile: Assessor and Electoral Registration Officer.....	3
Person Specification: Assessor & Electoral Registration Officer .....	4
Further job information.....	5

## Information on The Highland and Western Isles Valuation Joint Board

The Highland and Western Isles Valuation Joint Board was established by the Valuation Joint Boards (Scotland) Order 1995 and succeeded the Joint Valuation Committee on 1 April 1996, following a local government reorganisation, for the discharge of certain statutory functions and responsibilities in terms of the Valuation Acts relating to the preparation, publishing and maintenance of both the Valuation Roll and Council Tax List (Valuation List), in terms of section 27 of the Local Government etc. (Scotland) Act 1994 and section 84 of the Local Government Finance Act 1992. The Valuation Joint Board appoint the Assessor, who is responsible for assigning a value to properties for tax purposes to two councils, The Highland Council and Comhairle nan Eilean Siar.

The Electoral Registration Officer (ERO) is an official appointed by the Valuation Joint Board to prepare and maintain the Register of Electors under section 8 of the Representation of the People Act 1983, on behalf of The Highland Council and Comhairle nan Eilean Siar. The Register of Electors contains details of everyone who has registered to vote and it is used to determine who can vote at elections.

The Assessor & ERO is an independent statutory official who has a personal responsibility to ensure all statutory duties are fulfilled within the areas represented by the two Councils of the Board. Assessors have traditionally been appointed as Electoral Registration Officers due to their detailed knowledge of each property in their local authority areas, which enables them to identify where potential electors are living.

The postholder by law is an independent official and not an official of the two constituent local authorities. In carrying out operational matters and exercising their professional judgement in terms of the relevant legislation, the postholder is not accountable to Elected Members but answerable to the Court. As the postholder acts independently of the Board, they require the highest level of political astuteness, personal integrity and must possess strong thinking skills.

### **The Structure of the Board**

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

- 8 from the Highland Council
- 2 from Comhairle nan Eilean Siar

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

## Job Profile: Assessor and Electoral Registration Officer

### Job Purpose:

- Ensure the statutory duties imposed on the Assessor and ERO in respect of valuation and electoral registration are fully and competently discharged, including maintenance of the Valuation Roll, Council Tax Valuation List and Register of Electors
- Provide leadership, vision and direction and encourage a positive organisational culture which delivers continuous improvements in performance and service delivery

### Principal Accountabilities:

1. Ensure that the statutory duties imposed on the Assessor and ERO in respect of valuation and electoral registration are fully and competently discharged
2. Ensure that the statutory timetables regarding valuation for rating, council tax and electoral registration purposes are strictly adhered to
3. Ensure compliance with relevant standing orders and financial regulations and other relevant procedures
4. Ensure continuous service improvement and best value by effective service planning, efficient resource deployment and robust performance and risk management
5. Provide professional advice on valuation and electoral registration matters
6. Develop and promote diversity and inclusion in terms of service delivery, policy development, partnership working and staff management
7. Maintain and develop good employee relations in partnership with staff and trade unions
8. Ensure compliance with all of the Board's HR and Health & Safety policies, procedures, and relevant statutory provisions
9. Provide effective leadership of the Service's managers and employees

The post is defined as being politically restricted and will, therefore, be restricted in terms of the Local Government and Housing Act 1989, as amended by the Local Governance (Scotland) Act 2004, and by the Local Government Officers (Political Restrictions) Regulations 1990.

**Special Conditions:** Must be able to work flexibly and outwith office hours as required.

# Person Specification: Assessor & Electoral Registration Officer

## Essential Attributes

### Education/Qualifications

- Full professional member or fellow of the Royal Institution of Chartered Surveyors

### Experience

- Senior management experience in a similar organisation
- Successfully managing change in a complex organisation
- Effective partnership working across professional, service and organisational boundaries

### Knowledge and Skills

- Proven leadership skills which foster a positive organisational culture
- Able to understand, interpret and manage complex financial and budgetary information
- Able to identify and manage risk, exploit opportunities, provide solutions and deal effectively with poor performance
- Strong analytical skills and negotiating skills
- Persuasive and influential partnership and presentation skills

### Personal Attributes

- Political sensitivity and able to operate effectively within the democratic process
- High standards of professional integrity
- Leadership skills with clear sense of direction
- Able to work under budget pressures and time constraints

### Technical Abilities

- Excellent knowledge of all property transactions, law and values within a particular specialisation in Valuation for Rating law and practice
- Excellent knowledge of legislation governing Valuation and Council Tax
- Excellent knowledge of legislation governing Electoral Registration

## Desirable Attributes

- Experience of working in a political environment and have an appreciation of the political relationships and environment within and beyond the Board
- Association of Electoral Administrators Certificate or Diploma in Electoral Administration
- Data Protection Qualification
- Experience of supporting employees to achieve professional qualifications
- Experience of acting as an expert witness before the Lands Tribunal for Scotland

## Further job information

Application forms for the post are available at [www.highland.gov.uk/hwi-vjb](http://www.highland.gov.uk/hwi-vjb) (job vacancies).

For additional information, please contact Mandy Thomson, Office and Support Manager from Monday 9 January 2023 via: E-mail – [mandy.thomson@highland.gov.uk](mailto:mandy.thomson@highland.gov.uk), or Mobile – 07585 984086.

Completed application forms must be returned by 16 January 2023 by email: [e-recruitment@highland.gov.uk](mailto:e-recruitment@highland.gov.uk). Alternatively, paper applications can be sent to Highland Council, Business Support HR Hub, Council Buildings, 84 High Street, Dingwall, IV15 9QN.

If you are invited to interview, you will be required to bring evidence of your qualifications.

The successful candidate will be required to undertake a Basic Disclosure check.

### **Terms and conditions of employment**

The annual gross salary for the position is £100,518, pending ongoing pay award negotiations.

The Highland and Western Isles Valuation Joint Board pension scheme is administered by The Highland Council who are responsible for the administration of The Local Government Pension Scheme (LGPS). The pension scheme includes an employer's contribution of 19.5%.

Further information on the LGPS can be found on the following website:

<https://www.highlandpensionfund.org/>

The hours of work are 35 hours per week but the successful candidate should be able to work flexibly and outwith office hours as required.

The holiday entitlement is up to 32 days plus 7 days public holidays.