

The Highland and Western Isles Valuation Joint Board

Assessor and
Electoral Registration Officer

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

Tel: 01463 575395
e-mail: assessor@highland.gov.uk
www.saa.gov.uk/h-wi-vjb

Temporary Admin Assistant/Secretary - Inverness

Post: Temporary Admin Assistant/Secretary
Location: Moray House, 16-18 Bank Street, Inverness
Hybrid working option may be available, split between office and home
Training will take place face-to-face at Moray House, Inverness
Hours: 35 hours per week
Grade: AP2/3
Salary: £24,221.13 to £28,607.33
Contact: Mandy Thomson (mandy.thomson@highland.gov.uk) or Nicola Wilson (nicola.wilson@highland.gov.uk)

Job Purpose

To undertake a wide range of administrative duties to support the senior management team. You will be expected to provide some secretarial support as required, including taking notes of meetings, with the ability to work to deadlines, adapt to constant changes and often conflicting demands. You will assist with internal administrative aspects of human resources, payroll, purchasing, finance/accounts, flexi/annual leave arrangements and health & safety. You will supervise one clerical assistant, ensuring that high quality training is provided.

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 post is a general administrative position in the department's central administration team. The duties are diverse and subject to change as the needs of the department alter. The successful applicant should be a team player by nature with good communication skills. 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:

- Provide secretarial support to senior managers as required.
- Internal administrative aspects of human resources, payroll, purchasing, finance/accounts, flexi/annual leave arrangements, health & safety and similar under the general direction of the Business Manager.
- Assisting in some aspects of electoral registration including preparation of electoral registers, election work and project delivery under the direction of the Depute Electoral Registration Officer.
- The development and maintenance of the department's electronic libraries, website and electronic diaries in co-operation with other members of the central administrative staff.
- Management of incoming emails to departmental generic mailboxes.
- Day to day supervision of staff, ensuring training is carried out to a high standard.
- General typing and preparation/amendment of word templates.
- Organising and preparing for meetings, including taking of notes.

- Deal with enquires from members of the public and others by letter and e-mail, on the telephone and at the public reception desk. You must be able to screen telephone calls and enquiries as appropriate.
- Dealing with incoming mail for the senior management team. Drafting acknowledgement and replies to letters.
- Produce documents, papers, reports and presentation as required.
- Carry out background research as requested by senior management team.
- Working on projects from time to time in support of the senior management team
- Submission of quarterly staffing and Freedom of Information statistics.
- Process confidential, personal and sensitive information.
- 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

- A good general standard of education.
- Able to produce work of a high standard (accuracy and attention to detail).
- Ability to exercise discretion.
- Excellent ICT skills including the use of MS Office applications.
- Apply confidentiality appropriately, taking account of data protection.
- Excellent communication and interpersonal skills.
- Able to work remotely as part of a team across multiple areas.
- Experience of dealing directly with the public.
- Reliability and commitment to the department.
- Work on own initiative and as part of a team.
- Excellent time management skills with the ability to work to demanding deadlines.
- Be able to adapt to change.
- Manage and prioritise constant and often conflicting demands.
- Substantial experience in an administrative/clerical team-based environment.
- Excellent organisational, interpersonal and communication skills.
- The ability to work with and support a range of colleagues spanning the organisational hierarchy, with the capability to handle a diverse workload.
- Willingness to undertake training which is relevant to the post.

4. Person specification – Desirable Attributes

- HNC in Administration or equivalent.
- Previous experience of Local Government.
- Experience of HR, Payroll and Finance would be advantageous.
- Experience of project delivery would be advantageous.
- Experience of working in a business support environment.

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.
- Understand the importance of Health and Safety in the workplace and familiarise themselves with the Valuation Joint Board's Health & Safety Procedures.

