

# 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](mailto:assessor@highland.gov.uk)  
[www.saa.gov.uk/h-wi-vjb](http://www.saa.gov.uk/h-wi-vjb)

---

## Valuer – Inverness

<b>Post:</b>	Valuer
<b>Location:</b>	Moray House, 16-18 Bank Street, Inverness Hybrid working option available split between office and home
<b>Hours:</b>	35 hours per week
<b>Grade:</b>	SCP 33-40
<b>Salary:</b>	£37,055.20 - £43,862.00 (pay award pending)
<b>Contact:</b>	Stephen Mackenzie or Fiona Rostock by emailing <a href="mailto:assessor@highland.gov.uk">assessor@highland.gov.uk</a>

### Job Purpose

To inspect all types of domestic and non-domestic property for valuation and inclusion in the Council Tax List and Non-Domestic Valuation Roll.

### 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:

- Inspect all types of domestic & non-domestic properties within the valuation area for valuation and inclusion in the Council Tax List and Non-Domestic Valuation Roll.
- The ingathering and analysis of rental, sales and cost information.
- Systematic and timeous attention to all correspondence regarding valuation together with the proper conduct of meetings with ratepayers or their professional advisers.
- Maintaining a thorough knowledge of the law and principles of valuation as contained in the Lands Valuation (Scotland) Acts, Council Tax legislation and Case Law relating to these.

### **2. Other Duties**

The postholder will be required to perform duties appropriate to the post other than those given in the 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 variances are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it may be necessary to update this job specification from time to time.

The post of Valuer is an essential car user post.

### **3. Qualification Required**

General practice surveyor with Membership of the Royal Institution of Chartered Surveyors.

#### **4. Person Specification – Essential Attributes**

- General practice surveyor with Membership of the Royal Institution of Chartered Surveyors.
- Knowledge of valuation for rating and council tax.
- Good interpersonal and communication skills.
- Energy and enthusiasm to cope with a demanding workload.
- Good keyboard skills and familiarity with computer applications.
- Possession of a current valid driving licence.
- Willingness to travel within the Highland and Western Isles area, with overnight stays as required.

#### **5. Person specification – Desirable Attributes**

- Experience of rating and council tax valuation law.

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

#### **6. 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.

