

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

Field Officer/Senior Technical Assistant - Inverness

- Post:** Field Officer/Senior Technical Assistant
- Location:** Moray House, 16-18 Bank Street, Inverness, IV1 1QY
Hybrid working option available split between office and home
- Hours:** 35 hours per week
- Grade:** TC1/TC2/TC3 (With progression to Senior Technical Assistant TC3 grade subject to the postholder achieving and demonstrating competence to undertake higher level duties)
- Salary:** £21,582.13 - £25,385.93 (rising to £28,607.33 on TC3 grade)
- Contact:** Fiona Rostock or Stephen Mackenzie
assessor@highland.gov.uk

Job Purpose

To survey, measure and collate data of property for the purposes of council tax and rating valuation. Essential duties will also include electoral registration activities such as door to door canvassing.

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:

- To survey domestic and non-domestic properties within the Valuation Area – requiring on-site inspection and measurement.
- Gathering information on properties and personnel.
- Calculation of areas.
- Interpretation and use of technical drawings and maps.
- Preparing permanent records associated with the above activities.
- Handling enquiries from the public as and when required.
- Assisting professional staff in the conduct of major surveys.
- Assist staff in duties required for maintenance of the Register of Electors, including door to door canvassing.

Progression beyond the bar to TC3, the grade of Senior Technical Assistant, will require the ability to demonstrate sound technical knowledge and competency, an ability to undertake higher level duties as deemed appropriate, and the guidance and supervision of more junior staff. Examples of the competencies required to progress to TC3 will include the following, not all of which will be required:

- Systems – a sound comprehension of the department’s administrative and computer systems.
- Statutory regimes – a knowledge of the statutory regimes.
- Survey work – the capacity to reference, alone or in a supervisory capacity, more complex surveys.
- Additional skills – specialised knowledge in matters such as mapping, address maintenance etc.
- Supervision – demonstration of the capacity to guide and direct, where appropriate, more junior staff.
- Appraisal – completion of a satisfactory appraisal interview.

Progression to Senior Technical Assistant level will also be subject to the final approval of the Assessor.

2. Other Duties

The post holder 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 justify reconsideration of the grading. As a result of such it may be necessary to update this job specification from time to time.

The post of Field Officer/Senior Technical Assistant is an essential car user post.

3. Person Specification – Essential Attributes

- A sound educational background, or work experience that demonstrates an appropriate level of literacy and numeracy.
- Ability to work on own initiative and flexibly as part of a team.
- Ability to utilise general office IT systems including Microsoft Office.
- Good organisational skills and ability to prioritise work.
- Highly motivated.
- Access to Personal Transport – you will be expected to travel efficiently and effectively between various work locations within the Highland area, with overnight stays where required.
- High standards of numeracy, literacy and technical drawing ability.
- Keyboard skills and familiarity with computer applications.
- The ability to liaise with customers and electors in an understanding and conscientious manner.
- Satisfy the requirements of Discourse Scotland.
- Ability to relate effectively to people at all levels.
- Skilled communicator effective with colleagues, external agencies and the public.
- Ability to access and work effectively within the built environment, including for examples – construction sites, tenement flats, factories and warehouses.
- Appreciation acceptance and commitment to the importance of confidentiality.
- Aptitude energy and enthusiasm to cope with a demanding workload.

4. Person specification – Desirable Attributes

- Previous experience in property surveying.
- Knowledge of the building industry and/or the property market.
- Property related HNC/HND (or equivalent).
- Excellent spatial awareness and navigational skills

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.

