

# 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)

---

## Assistant Assessor

**Post:** Assistant Assessor  
**Location:** Moray House, 16-18 Bank Street, Inverness  
**Hours:** 35 hours per week  
**Grade:** PO 23-26  
**Salary:** £61,763.52 to £65,955.44  
**Contact:** Frank Finlayson, Assessor & Electoral Registration Officer by e-mail:  
[assessor@highland.gov.uk](mailto:assessor@highland.gov.uk)

## Job Purpose

- The postholder will be required to provide cover for the Assessor and Depute Assessor in respect of the department's valuation function.
- Deputise for the Assessor in terms of section 27 of the Local Government etc. (Scotland) Act 1994, section 84 of the Local Government Finance Act 1992.
- Provide leadership, vision and direction and encourage a positive organisational culture which delivers continuous improvements in performance and service delivery.

## 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.

Employees of the Highland & Western Isles Valuation Joint Board are required to undertake a basic Disclosure check.

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%.
- For members of the Local Government Pension Scheme there is an opportunity to join the Shared Cost AVC Scheme.
- A genuine commitment to the health and wellbeing of our employees.
- Family Friendly staff policies (including maternity, shared parental, adoption and ordinary parental leave).
- A relocation package up to an overall maximum of £6,500 is available for this post.

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:

1. Ensure that the statutory duties imposed on the Assessor and ERO in respect of valuation are fully and competently discharged in accordance with the strategic direction of the Assessor & ERO
2. Ensure that the statutory timetables regarding valuation for rating and council tax are strictly adhered to.
3. Represent the Assessor at the Scottish Assessors' Association (SAA), as and when required and to be an Associate Member of the SAA
4. Ensure compliance with relevant standing orders and financial regulations and other relevant procedures as directed by the Assessor & ERO
5. Ensure continuous service improvement and best value by effective service planning, efficient resource deployment and robust performance and risk management.
6. Facilitate detailed and highly complex measurement, survey and valuation of all types of property.

7. Provide professional advice on valuation matters.
8. Prepare cases for hearing by the Upper Tribunal or the Court of Session
9. Act as expert witness at appeal hearings and brief Counsel
10. As a Chartered Surveyor, act as formal advocate and conduct Council Tax appeals for the Assessor at hearings of The First-tier Tribunal for Scotland Local Taxation Chamber
11. Develop and promote diversity and inclusion in terms of service delivery, policy development, partnership working and staff management.
12. Maintain and develop good employee relations in partnership with staff and trade unions.
13. Deal with escalated complaints from council tax/ratepayers or their agents.
14. Ensure compliance with all of the Board's HR and Health & Safety policies, procedures, and relevant statutory provisions.
15. Provide effective leadership of the valuation sections.
16. Lead and guide the valuation teams in terms of delivering a revaluation and ongoing valuation roll maintenance.
17. Ensure, with the divisional valuers that the disposal of appeals is sufficiently resourced.
18. Supporting and leading staff in the completion and maintenance of the council tax valuation list.
19. Oversee, with the divisional valuers, the training of APC candidates and ensure that they have sufficient support to progress to full RICS membership.
20. In terms of staff development advise on areas where training is required and seek out training solutions.
21. Be fully conversant with non-domestic rating and council tax law.

## **2. Person Specification – 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

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

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

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

### **4. 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.

