

The Highland and Western Isles Valuation Joint Board

Assessor and
Electoral Registration Officer

Frank W Finlayson

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Graduate Trainee Valuer - Inverness

- Post:** Graduate Trainee Valuer
- Location:** Moray House, 16-18 Bank Street, Inverness, IV1 1QY
- Hours:** 35 hours per week
- Grade:** Tech 4
- Salary:** £31,267.60 to £34,179.60 per annum (pay award pending)
(Upon successfully achieving full membership of the Royal Institution of Chartered Surveyors (RICS) the postholder will be redesignated as Valuer – current salary £37,055.20 to £43,862.00)
- Contact:** Fiona Rostock, Divisional Valuer
assessor@highland.gov.uk / Fiona.rostock@highland.gov.uk

Job Purpose

Supervised and approved work experience will be provided to assist the postholder in qualifying for Chartered membership of the RICS via the Valuation Pathway. This will include the inspection of all types of domestic and non-domestic properties 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.

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. You should also hold an accredited degree or diploma which will qualify for entry to RICS Assessment of Professional Competence (Valuation Pathway Faculty).

Special Conditions

Candidates must note that failure to qualify for full corporate membership of RICS within a three year period would result in an offer of continued employment at Technician level providing a suitable post is available at the time. No guarantees can be given that such a post will be available.

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.

This post is an essential car user post.

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).

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:

- The survey and valuation of domestic and non-domestic properties within the Valuation Area (requiring on-site inspection and measurement) in connection with the maintenance of the valuation roll and council tax list.
- Gathering information on properties and personnel.
- Calculation of areas for valuation subjects.
- Interpretation and use of technical drawings and maps.
- Preparing permanent records associated with the above activities, including inspection reports and drawing up layout plans when required.
- The ingathering and analysis of rental, sales and cost information.
- Promote and maintain a highly professional approach in dealing with the public.
- Assisting professional and senior staff in the conduct of major surveys and at general rating revaluations.
- Discussion and negotiation of valuations and appeals with council tax payers, ratepayers and professional agents, including adherence to statutory timescales where necessary.
- Assisting with preparation of case material for appeal hearings (domestic and non-domestic).
- Process confidential, personal and sensitive information.
- The postholder will be expected to deliver on the job training/coaching to other staff as appropriate.
- 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 appropriately.
- Working on projects from time to time in support of the management team.
- Carrying out background research and analysis as requested by the management team.

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 Graduate Trainee valuer is an essential car user post.

3. Person Specification – Essential Attributes

- Hold an accredited degree or diploma which will qualify for entry to RICS Assessment of Professional Competence (Valuation Faculty).
- A genuine interest in valuation for rating and council tax.
- Ability to complete the RICS Assessment of Professional Competence within a three year period (see special conditions referred to in this document).
- Good interpersonal and communication skills.
- Energy and enthusiasm to cope with a demanding workload.
- 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.
- Good keyboard skills and familiarity with computer applications, in particular, ability to utilise general office IT systems including Microsoft Office.
- Excellent organisational, interpersonal, negotiation and communication skills.

- Excellent time management skills with the ability to prioritise constant and often conflicting demands.
- 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.
- Technical drawing ability.
- Satisfy the requirements of Disclosure 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.
- Apply confidentiality appropriately, taking into account data protection.
- Aptitude, energy and enthusiasm to cope with a demanding workload.
- Experience of dealing directly with the public.
- Be able to adapt to change.
- Able to produce work of a high standard (accuracy and attention to detail).
- Ability to exercise discretion.
- Willingness to undertake training which is relevant to the post.

4. Person specification – Desirable Attributes

- Previous experience in property surveying.
- Knowledge of the building industry and/or the property market.
- Excellent spatial awareness and navigational skills.
- Knowledge of SharePoint would be advantageous.
- Understanding of Council Tax and Non-Domestic Rates legislation would be advantageous.
- Previous experience of Local Government.

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.

