

# The Highland and Western Isles Valuation Joint Board

Assessor and  
Electoral Registration Officer

Frank W Finlayson

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## 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)
- 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:** £23,405.20 - £27,336.40 (rising to £30,485.00 on TC3 grade)
- Contact:** Fiona Rostock or Wojciech Kuzma  
[assessor@highland.gov.uk](mailto: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.

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

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).

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.
- To gather information on properties and personnel.
- Interpretation and use of technical drawings and maps.
- Calculation of floor/building areas.
- Preparation of permanent records associated with the above activities.
- Promote and maintain a highly professional approach in dealing with the public.
- Assist 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.
- 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.
- Work on projects from time to time in support of the management team.
- Carry out background research and analysis as requested by the management team.
- Process confidential, personal and sensitive information.

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.

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

- A sound educational background, or work experience that demonstrates a high standard of numeracy, literacy and technical drawing ability.
- Ability to work on own initiative and flexibly as part of a team.
- Good keyboard skills and ability to utilise general office IT systems including familiarity with computer applications such as Microsoft Office.
- Good organisational skills and ability to prioritise work.
- 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.
- The ability to liaise with customers and electors in an understanding and conscientious manner.

- Satisfy the requirements of Disclosure Scotland.
- Ability to relate effectively to people at all levels.
- Skilled communicator – effective communication is essential with colleagues, external agencies and the public.
- Ability to access and work effectively within the built environment, covering a wide range of property types.
- Appreciation, acceptance and commitment to the importance of confidentiality.
- 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.
- Property related HNC/HND (or equivalent).
- 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.

