



Lothian Valuation Joint Board
**Assessor and Electoral
Registration Officer
Recruitment Pack**



Information about Lothian Valuation Joint Board

Thank you for your interest in joining the Lothian Valuation Joint Board.

Lothian Valuation Joint Board is a public body established in 1996 to provide valuation services to four Councils; City of Edinburgh, East Lothian, West Lothian and Midlothian.

The Assessor is appointed to head the organisation on behalf of the four Councils to ensure all statutory duties are fulfilled.

The Board is responsible for compiling and maintaining three lists:

- A **Valuation Roll** for every non domestic property situated within the Authority. Non domestic rates are calculated and charged from the information contained in the Valuation Roll.
- A **Council Tax Valuation List** which includes an entry for every Dwelling (house), and this information forms the basis of the calculation for Council Tax Liability.
- **Electoral Registers** which include the names, addresses and electoral designations for every elector and are used for elections and other statutory purposes.

Together the Valuation Roll and the Council Tax Valuation List contain an entry for every property within the Authority.

The Electoral Register contains details of everyone entitled to vote and used to determine who can vote at elections.

Assessors have traditionally also been appointed as the Electoral Registration Officer due to their detailed knowledge of each property enabling them to identify where potential electors are living.

If you feel you have the experience, energy and enthusiasm to become the Assessor and Electoral Registration Officer for Lothian then we would welcome your application.



Lothian Valuation Joint Board Key Facts



	Number of Non Domestic Properties	Total Rateable Value	Number of appeals lodged (2010 revaluation)
City of Edinburgh	20,277	907,138,520	7,108
East Lothian	3,410	68,812,086	1,072
Midlothian	2,905	76,892,348	941
West Lothian	5,954	215,939,647	1,803



	Number of Domestic Valuations
City of Edinburgh	244,131
East Lothian	46,690
Midlothian	39,298
West Lothian	78,402



	Number of Constituencies	Number of Electors	Absent votes and Proxies / Standing Lists	Estimated number of registration changes per year
City of Edinburgh	5	377,373	80,000	40,000
East Lothian	1	81,211	18,000	7,000
Midlothian	1	69,675	14,000	6,000
West Lothian	2	138,598	26,000	12,000

The Political Structure

The Board comprises of elected members from each of the four constituent authorities. The membership reflects both the political and geographic characteristics of each of the authorities. The Board has in place an Appeals Sub-Committee, an Appointments Committee and a Joint Consultative Group.

The City of Edinburgh Council

Name
Councillor Nigel Bagshaw (SGG)
Councillor Ricky Henderson (Labour)
Councillor Alex Lunn (SNP)
Councillor Karen Keil (Labour)
Councillor Mark McInnes (Conservative)
Councillor Adam McVey (SNP)
Councillor Karen Doran (Labour)
Councillor Jason Rust (Conservative)
Councillor Norman Work (SNP) Convenor

East Lothian Council

Name
Councillor Jim Gillies(Labour)
Councillor John McNeil(Labour)

Midlothian Council

Name
Councillor Margot Russell (Labour)
Councillor Jim Bryant (SNP)

West Lothian Council

Name
Councillor David King (Labour)
Councillor Greg McCarra (SNP)
Councillor Barry Robertson (Labour)
Vice Convenor

Job description: Assessor and Electoral Registration Officer

Role summary

This post has responsibility for the development and delivery of the overall strategic objectives of the Lothian Valuation Joint Board on behalf of its four constituent Councils (City of Edinburgh, East Lothian, Midlothian and West Lothian).

The post holder acts independently of the Board and therefore requires the highest levels of political astuteness and personal integrity, alongside the ability to apply strong critical thinking skills to enable the Lothian Valuation Joint Board to deliver its objectives within statutory, constitutional and value *for* money requirements.

Main duties and responsibilities

The post is responsible for a range of statutory services for each of the four constituent Councils including:

Valuation of Lands and Heritages - The compilation and maintenance of a Valuation Roll. They are also responsible for directing the administration of the numerous Lands Valuations (Scotland) Acts in the valuation and regular revaluation of non-domestic properties and also for the resolution of all associated appeals.

Council Tax – As the Council Tax List Officer the post holder is responsible for the direct administration of the Council Tax Legislation in the capital valuation and “banding” of all houses and the daily maintenance of the valuation lists including resolution of all associated appeals.

Electoral Registration – Directing the administration of the Representation of the People Acts in the preparation of the Registers of Electors each year, monthly maintenance and the preparation of the special lists for election as required and resolution of all associated appeals. Manage and monitor the performance of external consultants and contractors.

In addition to their specifically allocated responsibilities the post will have a range of Board Accountabilities:

1. Takes a key role in the strategic direction, financial planning and culture of the Lothian Valuation Joint Board.
2. Ensures that resource management and financial planning are at the heart of strategic decision making so that services are delivered as efficiently and effectively as possible and the Lothian Valuation Joint Board’s long term financial viability is assured.
3. Manages relationships with stakeholders, other authorities, partner organisations and other agencies to enhance the Lothian Valuation Joint Board’s performance, reputation and image externally and input into national policy.
4. Provides clear, strong and motivational leadership to create a high performance culture, both across the Lothian Valuation Joint Board that drives continual improvement, efficiency savings and high levels of customer satisfaction.

This will include a range of Service Excellence Accountabilities, as follows;

5. Manages financial, human and other resources efficiently and effectively, ensuring there are sufficient available to discharge the Lothian Valuation Joint Board's services in line with published priorities, performance standards and budget requirements.
6. Determines the structures, roles and processes required to deliver services in line with priorities and ensures that appropriately skilled and motivated resources are deployed at each level so that targets for performance, efficiency, customer satisfaction and value for money are met.
7. Sets the direction for the services delivered; based on the principles of enablement, customer choice and best value, to ensure the Lothian Valuation Joint Board delivers against its strategic aims and statutory responsibilities.
8. Acts as lead advisor to the Management Board and other stakeholders on all matters relating to Lothian Valuation Joint Board.
9. Acts as advisor to the Scottish Government, review bodies and other stakeholders on all matters relating to local taxation and electoral administration.
10. Leads the development and maintenance of strategic relationships with key external stakeholders to optimise opportunities for delivering services in partnership or via shared service arrangements and take forward the 'one public sector' approach.
11. Ensures the Lothian Valuation Joint Board fulfils its duties in relation to standards, complaints, scrutiny and fraud establishing a culture of accountability and service effectiveness.

This post will participate in any organisational arrangement designed to ensure the proper and efficient running of the organisation.

Health and safety

The Lothian Valuation Joint Board must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care for their personal health and safety and that of others who may be affected by their actions or inactions. The post holder is therefore required to carry out their duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice.

The post holder will be responsible for ensuring that the Lothian Valuation Joint Board's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. The post holder will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules regulations and codes of practice.

Scope of the Post

The post holder, by law is an independent official and not an official of the four constituent Local Authorities. In carrying out operational matters and exercising their professional judgement the post holder is not accountable to Elected Members but answerable to the Court.

The post is responsible for the valuation of domestic and non-domestic properties across four Local Authorities which ultimately has a significant impact on their income and budget of over £1billion. The post is also responsible for directing a number of Heads of Service and will ultimately be responsible for over 110 Full Time Equivalent people. Given the range of services led by the post the total value of resources managed will be over £6m.

Person Specification: Assessor and Electoral Registration Officer

Qualifications and training

Fellow or Member of the Royal Institution of Chartered Surveyors.	Essential
Special Diploma in Rating of the Royal Institution of Chartered Surveyors.	Desirable
Evidence of career progression, taking on roles of increasing scale, complexity and importance	Essential

The successful candidate will demonstrate evidence of the following experience:

Leadership

Significant experience of leading and managing similar type service within an organisation of comparable scope, size and complexity within the public or private sector	Essential
Inclusive and visible role model providing inspiration to empower others	Essential
Leading employee and stakeholder engagement	Essential
Effectively developing and nurturing talent in the organisation	Essential

Building Culture

Successful partnership working and networking with key stakeholders e.g. citizens, voluntary sector, business communities, government and public agencies	Essential
Experience of working in a political environment	Desirable
Experience of promoting the Health and Safety and welfare of workforce	Essential

Technical

Experience of acting as an advocate in valuation cases before a Committee or Tribunal	Essential
Experience of acting as an Expert Witness in valuation cases before a Committee or Tribunal	Essential
Experience of preparation of stated cases for hearing by the Lands Valuation Appeal Court and/or Court of Session	Essential

Setting Strategy and Vision

Developing and driving strategy and policy to deliver sustainable and successful outcomes	Essential
Business and commercial acumen to support strategic delivery of service to clients and partners	Essential
Setting the direction for the service managed; based on the principles of enablement, customer choice and best value	Essential

Person Specification Continued

Evidence of the following knowledge, skills and understanding will be sought for selection purposes:

Leadership

An inspirational leader with integrity at the core able to create a clear sense of purpose Essential

Evidence of the ability to provide clear strong and motivational leadership to create a high performance culture Essential

Detailed knowledge of major legislative and other issues facing the Valuation Joint Board, with a particular focus on the ability to deliver services at a time of change and financial challenges Essential

Building Culture

A personal and professional credibility that promotes and enhances the organisation's reputation locally, nationally and internationally Essential

High standard of personal and professional integrity Essential

Has ethics, values and personal qualities consistent with the vision, culture and values of the Assessor and Electoral Registration Office Essential

Technical

Significant knowledge of all property transactions, law and values within a particular specialisation in Valuation for Rating law and practice Essential

Significant knowledge of legislation governing Valuation and Council Tax Essential

Significant knowledge of legislation governing Electoral Registration Essential

Setting Strategy and Vision

The ability to create and drive a sustainable organisational strategy, delivering customer centred outcomes. Essential

Evidence of sound financial management skills and commercial awareness with the ability to interpret and understand complex financial and budgetary information Essential

Change and Transformation

Strong evidence of the ability to conceptualise the need for change and transformation and to lead the organisation effectively from current to future state Essential

Ability to manage change effectively within a political and sensitive environment Essential

Competencies

We will also measure candidates against the following competencies:

Leading others

- Is inspirational as a leader, encourages trusts and respect, is ethical and self aware
- Creates a positive atmosphere which motivates people to improve their performance
- Displays a high level of determination, energy and resilience

Political sensitivity

- Takes a holistic view of events and the interests of citizens and the Joint Board
- Is diplomatic in dealing with a wide range of politicians and leaders
- Is politically astute

Taking ownership and responsibility

- Displays drive and determination to make things happen
- Is target and objective driven and sees things through to completion
- Delegates responsibility appropriately
- Accepts accountability and holds others to account

Managing change

- Looks to the future of the organisation and its vital contribution to the four constituent Councils
- Seeks innovative ways to improve services and encourages others to come up with new ideas and new ways of working
- Ability to lead and sell change and bring others with them

Communicating effectively

- Ability to communicate in a calm balanced way at all levels of society
- Ability to negotiate effectively
- High level of interpersonal and presentational skills
- Ability to work across a variety of different media eg television, video conferencing

Planning and decision-making

- Translates strategy into specific plans to deliver outstanding results
- See the bigger picture, both internally and externally, can take this into account when making decisions
- Is prepared to take managed risks

Works effectively with others

- Evidences the ability to work collaboratively
- Encourages good working relationships
- Provides a shared vision and direction

Customer focused

- Works collaboratively across organisation boundaries to deliver excellent customer services
- Takes into account customer needs and expectations and strives to meet those expectations where possible
- Actively seeks out customer feedback to identify service improvements

Managing performance and developing others

- Is supportive and encouraging of others
- Sets clear objectives for heads or service and continually monitors progress

Appointment arrangements

Applications

Application forms and additional information are available at www.lothian-vjb.gov.uk or by telephoning **Steven Wright, 0131-469-3177**.

Completed application forms should be submitted by 12 noon on **Friday 21 October 2016** to: Steven Wright, Resources and Talent Manager, City of Edinburgh Council Waverley Court Level 2:3, 4 East market Street Edinburgh EH8 8BG. The envelope should be marked '**Private and Confidential – Chief Officer Application**'. Applications will be acknowledged on receipt.

Employment references

Please include name, address and telephone number of two referees. You should state your relationship with each referee.

We will take up employment references for the preferred candidate. If you wish to be advised before we contact your referees, you should indicate this clearly beside their name.

Evidence of qualifications

You will be required to bring evidence of their qualifications to the interview.

Closing date

You must submit your application on or before 21 October 2016.

Medical examination

Following the short-list interview, we will require the preferred candidate to undergo pre-employment health screening.

Immigration, Asylum and Nationality Act 2006 – Prevention of illegal working

You must be eligible to work in the UK. If successful, you will be required to provide original evidence of your eligibility to work in the UK. We will provide you with guidance on suitable documentation.

Canvassing

You should note that canvassing councillors in support of your application, either directly or indirectly, in connection with this post will lead to disqualification.

Providing false information

You should also note that the providing false information or the omission of material information in your application, or at interview may lead to the offer of employment being withdrawn or summary dismissal.

Disclosure Scotland

The successful candidates will be required to provide a Basic Disclosure Check Certificate.

Interview arrangements and timetable

The recruitment timetable is:

Closing date for returned applications	21st October 2016
Long list Interviews	8th and 9th November 2016
Short list interviews	23rd November 2016

Summary of terms and conditions of employment

Salary

Remuneration will reflect the responsibilities of the role and will be £118,433 per annum.

Pension fund

Lothian Valuation Joint's pension scheme is provided by Lothian Pension Fund. This is a career average salary scheme and a qualifying pension scheme, which meets or exceeds the government's standards. A career average scheme means that your pension will be worked out every year and inflation increases added to ensure it keeps up with the cost of living. The LGPS is contracted out of the State Earnings Related Pension Scheme.

You can find more information about the fund on the [Lothian Pension Fund website](#).

Sick pay

Subject to the conditions set out in the Scheme of Conditions of Service, entitlement to sickness allowance will depend on continuous service. There is no entitlement to paid sickness allowance in the first 26 weeks of employment. Service between 26 weeks and 1 year would entitle you to paid sick pay of 5 weeks at full pay followed by 5 weeks at half pay. Entitlement rises based on length of service up to a maximum of 26 weeks full pay and 26 weeks half pay after 5 year service.

Hours of work

Normal hours of work are 35.75 per week but given the nature of your role, we will expect you to have a flexible approach to working the hours necessary to meet the demands of the post.

Holiday entitlement

Annual holiday entitlement is 33 days. There are also six public holidays in a year. After ten years of service with Lothian VJB, your annual holiday entitlement increases to 34 days.

Period of notice

Appointment is subject to termination by either side giving 12 weeks written notice.