

Grampian Assessor & Electoral Registration Officer



Job Description

(1) Job Identity

Post Title: Senior Valuer
Report To: Principal Valuer
Grade: 6

(2) Job purpose and way of working

As a supervisor within a team, provide an efficient and effective property survey and valuation service in relation to the statutory duties of the Assessor.

(3) Major tasks

- 3.1 Management of staff.
- 3.2 The survey and valuation of non-domestic properties.
- 3.3 The survey, valuation and banding of domestic properties.

(4) Reporting relationships This post is indicated by *

Assistant Assessor
|
Principal Valuer
|
Senior Valuer *

(5)	Duties typically include:
5.1	<p data-bbox="260 197 1054 241">Assist in the management of staff in the relevant section</p> <p data-bbox="260 264 826 309">Under the direction of the Principal Valuer:-</p> <p data-bbox="113 331 1468 409">5.1.1 Supervise the professional and technical staff so that statutory timetables and performance targets are maintained.</p> <p data-bbox="113 432 1091 477">5.1.2 Monitor output and allocate resources and tasks as appropriate.</p> <p data-bbox="113 499 1468 577">5.1.3 Provide training and advise staff to ensure that work is carried out to a professional standard against a background of continual improvement.</p> <p data-bbox="113 600 1134 636">5.1.4 Provide advice to staff in relation to valuation statute and case law.</p>
5.2	<p data-bbox="260 658 1294 703">The survey and valuation of non-domestic properties for Rating purposes</p> <p data-bbox="113 725 1468 804">5.2.1 Participate in the survey and valuation of new and altered properties and assist in the management of staff.</p> <p data-bbox="113 826 1468 938">5.2.2 Prepare valuations based on approved schemes of valuation. Carry out research and provide valuation advice for complex subjects. Ensure cost, sales, rental and turnover information is obtained and processed correctly.</p> <p data-bbox="113 960 1422 1005">5.2.3 Deal with enquiries and where required correspondence regarding Valuation Roll entries.</p> <p data-bbox="113 1028 1468 1106">5.2.4 Participate in the discussion and negotiation of valuations with non-domestic ratepayers and their professional agents.</p> <p data-bbox="113 1128 1468 1207">5.2.5 Assist in the preparation of appeal cases for hearing before the First-tier or Upper Tribunal for Scotland and present evidence as an expert witness.</p> <p data-bbox="113 1229 1468 1263">5.2.6 Act as a mentor to Valuers/Trainees in relation to the typical range of technical duties required.</p>
5.3	<p data-bbox="260 1285 1437 1330">The survey, valuation and banding of domestic properties for Council Tax purposes</p> <p data-bbox="113 1352 1142 1397">5.3.1 Assist in the monitoring of the survey of new and altered properties.</p> <p data-bbox="113 1420 1302 1464">5.3.2 Prepare valuation banding reports under the supervision of the Principal Valuer.</p> <p data-bbox="113 1487 1222 1532">5.3.3 Deal with enquiries and correspondence regarding Council Tax bandings.</p> <p data-bbox="113 1554 1310 1599">5.3.4 Discuss valuation bandings with Council Tax payers or their professional agents.</p> <p data-bbox="113 1621 1468 1700">5.3.5 Assist in the preparation of appeal cases for hearing before the First-tier Tribunal for Scotland and present evidence as an expert witness.</p> <p data-bbox="113 1722 1468 1792">5.3.6 Act as a mentor to Valuers/Trainees/Technicians in relation to the typical range of technical duties required.</p>

(5)	Duties typically include:
5.4	The maintenance and update of technical records
5.4.1	Prepare, maintain and update computer and manual property records for both domestic and non-domestic properties.
5.4.2	Prepare and record details of sales, cost and rental information.
5.4.3	Analyse sales, cost and rental evidence in preparation for revaluations or ongoing maintenance of both the Valuation Roll and Council Tax Valuation List.
5.5	Development of Professional Skills
5.5.1	Maintain CPD records to satisfy the requirements of the RICS and ensure continuing professional development.
5.6	Training and Supervision of Staff
5.6.1	Train and supervise Valuers/Trainees/Technicians under the overall direction of the Principal Valuer.
<p>The above is intended to provide a clear but concise statement of the MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all the detailed duties, which the post holder will be expected to undertake. The range of duties and responsibilities may alter in the course of time in light of legislative amendments affecting the Department's statutory functions.</p>	