Grampian Assessor & Electoral Registration Officer

Person Specification

Post: Senior Valuer

Section: Valuation

Specification Reviewed: October 2026

Note: Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

Attributes	**Essential** **The minimum acceptable levels for safe and effective job performance.**	**Desirable** **The attributes of the ideal candidate.**
Experience	A minimum of three years post qualification experience in Valuation for Rating and Council Tax.	Previous experience in an Assessors office.
Education & Qualifications *	FRICS/MRICS	Membership of RICS Valuation Faculty
Skills/Abilities (general)	Proven negotiation skills. Ability to work flexibly as part of a team and to motivate or supervise junior staff. High standard of numeracy and literacy. Good organisational skills and ability to prioritise work.	Computer literate. Ability to utilise general office IT systems including Microsoft Office. Experience of APC Procedures.
Skills/Abilities specific to post	Holder of a full driving licence* and access to a vehicle. Capability to concentrate and produce high standard of work whilst dealing with numerous distractions in a busy environment.	
Interpersonal & social skills	Ability to relate effectively to people at all levels. Skilled communicator effective with colleagues, external agencies and the public.	
Working environment and physical demands	Ability to access and work effectively within the built environment, including for example construction sites, tenement flats, factories and warehouses. Appreciation, acceptance and commitment to the importance of confidentiality.	

*** Candidates will be required to show these documents at interview if invited to attend.**