Central Scotland
Valuation Joint Board

JOB PROFILE

Job Title: Senior Valuer

Team: Valuation

Location: Ground Floor Right, Glendevon House,
The Castle Business Park, Stirling, FK9 4TZ

Eval Ref: A3835

Grade: G09

OVERALL PURPOSE AND KEY FUNCTIONS

To be part of a Valuation Team covering a large geographical area and to deal professionally with all the valuations of the subjects within it.

To undertake survey measurement and valuation of property for non-domestic Rating & Council Tax purposes.

To provide advice and guidance when necessary in conjunction with Divisional Assessor.

MAIN DUTIES AND RESPONSIBILITIES

The jobholder will be expected to:-

- Instruct, guide, allocate and check the work of the Valuation Team in conjunction with the Divisional Assessor.
- Take responsibility for the training & development of Trainee Valuers, Technicians, Senior Technicians and Valuers.
- Provide advice and guidance to staff in all valuation matters, both domestic and non-domestic.
- Forward plan/schedule workload and prioritise to meet statutory deadlines.
- Undertake complex valuations of all classes of non domestic properties for rating purposes.
- Undertake complex valuation of dwelling houses and domestic property for council tax purposes.
- Carry out detailed survey and measurement of all types of properties.
- Prepare analyses of rents, sales and other data for valuation purposes.
- Under the guidance of the Divisional Assessor, deal with ratepayers, taxpayers and their agents to dispose of complex proposals and appeals against valuations.
- Prepare cases/productions for appeal hearings.
- Act as expert witness at appeal hearings.
- Deal with complaints from council tax /ratepayers/their agents.
- Assist with the preparation of Electoral Registers.
- Assist with the Registration functions of the department as required.
- Deputise for the Divisional Assessor as and when required.
- Any other duties the Divisional Assessor may from time to time determine.
- To attend internal working groups and may be required to attend external working groups.

JUDGEMENTS AND DECISIONS

The job predominantly involves working within defined CSVJB policy guidelines/established procedures. The jobholder requires initiative to organise own workload and decide how and when duties are to be carried out. The jobholder will be expected to deal with predicable problems and situations and will refer the more unanticipated problems to the Divisional Assessor. The jobholder generally has access to Divisional Assessor for advice and guidance on unusual or difficult problems.

All appeal work carried out by the Senior Valuer will be signed off by the Divisional Assessor.

KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Essential

- Professional Membership of the Royal Institution of Chartered Surveyors (RICS).
- A Chartered Surveyor with considerable relevant experience of valuation in an Assessor's Service or equivalent.
- Experience in the preparation and delivery of a large-scale valuation programme, including dispute resolution.
- Degree or equivalent in appropriate discipline or compensatory experience in an Assessor's Service or similar.
- Knowledge in the law and practice of Valuation for Rating and Council Tax.
- Well-developed analytical, valuation and negotiating skills.
- Effective report writing skills.
- Understanding of Best Value.
- Computer literacy and ability to utilise general office IT systems including Microsoft Office suite or similar.
- Excellent interpersonal and written skills.
- Driving licence and access to a car.

Desirable

- Experience in the preparation and delivery of a Revaluation including proposal and appeal disposal
- Knowledge of computer systems in an Assessor's environment.
- Organisational knowledge and experience of Valuation for Rating and Council Tax.
- Organisational and procedural knowledge of an Assessor and Electoral Registration office.
- Understanding of the workings of local government.
- Understanding of the Assessor's relationship with government bodies and other agencies.

ACCOUNTABILITIES / SPECIAL FEATURES

Accountable to the Divisional Assessor, this post is responsible for ensuring the implementation and/or monitoring of regulations and CSVJB policy and that others apply correctly.

The job involves a requirement to work with, deal with, or come into contact as an integral part of the job with people who make substantial additional demands on the jobholder i.e. dealing with conflict, escalated complaints etc.

SUPERVISORY RELATIONS

The jobholder has a responsibility for the guidance, and checking the results/work of Valuation staff. This includes on-the-job training or co-ordinating training of any Trainees.

PERSONAL CONTACTS

Internal: Assessor, Depute Assessor & ERO, Divisional Assessor, Valuation Team and other internal teams.

External: Ratepayers, taxpayers and their agents. Solicitors, Surveyors, SAA members, Councillors, Finance, Planning & Building departments of Local Authorities.

HEALTH AND SAFETY

Central Scotland Valuation Joint Board follows Clackmannanshire Council's Health & Safety Policy. The Policy was introduced to ensure that the organisation takes all practicable steps for the health, safety and welfare of its employees whilst in the workplace. The Assessor's Personnel Policies and Procedures Manual includes full details of health and safety guidance and staff should ensure that they are familiar with the information. It is the responsibility of each employee to safeguard themselves and others by exercising care within the working environment.

EQUAL OPPORTUNITIES

Central Scotland Valuation Joint Board has an Equal Opportunities Policy, which is applicable to all staff. The postholder is encouraged to highlight any procedures and practices, which do not meet the objectives of the Central Scotland Valuation Joint Board's Equal Opportunities Policy. Equal opportunities will apply to all personal development.

AUTHORISATION

Signed .....…….....(Assessor & ERO) .....
(Date)