



Role Profile

Trainee Valuer

Reference No.	AA770	Type	Individual
Service	Assessor		
Job Family	Professional 1	Grade	FC7

Purpose

To work as part of a team assisting in the survey and valuation of all lands and heritages.

Undertake the survey and valuation of domestic and non-domestic properties within Fife for the purpose of maintaining the Valuation Roll and Council Tax list.

Work towards becoming a full professional member of the Royal Institution of Chartered Surveyors.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Undertaking survey and valuation of domestic and non-domestic properties within Fife and apply knowledge of Council Tax and Rating legislation along with relevant case law to assist with this.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

Educated to SCQF Level 9 which includes a degree or equivalent, preferably accredited by the Royal Institution of Chartered Surveyors for entry to the Assessment of professional Competency pathway.

E **D**

✓

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Apply knowledge of Council Tax and Rating legislation along with relevant case law.	Working knowledge of applying Legislation and case law governing valuation for Council Tax and Non-Domestic Rating		✓
Assist in the preparation of materials for submission to the Valuation Appeal Committee.	Experience of working in an Assessor's Office, property environment or similar (Deliver results - See 'How We Work Matters' Framework)		✓
Dealing with general enquiries and correspondence on valuations	Ability to communicate verbally and engage in a professional manner with a range of stakeholders, both internal and external	✓	
Collection and analysis of valuation information for both domestic and non-domestic properties and to prepare valuations.	Strong IT skills with a knowledge of Data Protection principles	✓	
Carrying out research and background work on properties through use of e-planning and other systems.	Experience of using specialist software such as GIS		✓
Scheduling work to make best use of time and resources.	Ability to work under own initiative		✓
Preparing background information to assist with negotiations, proposals, appeals and other valuation or property matters.	Ability to produce clear, concise and accurate documentation and reports	✓	
Creating and maintaining property files to an appropriate standard by writing survey reports, preparing dimension sheets, drawing plans, calculating areas, noting construction and other amenity detail.	Ability to work as part of a team as well as work on own A working knowledge of construction materials and civils	✓	✓
Taking accurate measurements of land and buildings and record those sizes clearly and accurately.	Ability to deliver good information management	✓	
Recording accurately property construction and amenity details.	Good verbal and written communication skills Strong accuracy and numeracy skills	✓	✓
Contributing to team meetings and other activities within the Assessor Service.	Ability to travel to various locations throughout Fife	✓	

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Job Title (Specialists Tasks)			
N/A			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>