



Role Profile

Assistant Assessor

Reference No:	KK1189		
Service:	Assessor Service		
Job Family:	Executive/Senior Manager	Grade:	FC12

Purpose

To lead and manage a team of technical staff to compile and maintain the Valuation Roll and Council Tax Valuation List for a particular area of Fife. To be the Service wide lead for a range of non- domestic property categories throughout Fife.

To be the Service lead for a variety of policies and procedures and to provide the necessary leadership and vision to support change and improvement throughout the Service.

To be a Statutory Depute Assessor appointed in terms of Section 27 of the Local Government etc. (Scotland) Act 1994.

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

To manage, co-ordinate and lead a technical team to efficiently and effectively deliver the statutory functions of the Assessor Service within statutory deadlines and to achieve Service Key Performance Indicators. To be a statutory Depute Assessor appointed in terms of Section 27 of the Local Government etc. (Scotland) Act 1994.

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

E **D**

Qualified to full professional membership of the Royal Institution of Chartered Surveyors (M.R.I.C.S.)

✓

Educated to SCQF level 9, which includes a degree or equivalent

✓

Management qualification

✓

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	Embracing effective performance management by embracing a culture of continuous improvement	✓	
<p>Leading and supporting staff to deliver a revaluation and ongoing Valuation Roll maintenance in accordance with the statutory timetable, coaching staff in the application of Scottish Assessors Association Practice Notes and monitoring progress.</p> <p>Leading and supporting staff in the compilation and maintenance of the Council Tax Valuation List.</p> <p>Overseeing the issue of Assessor Information Notices and Civil Penalty Notices.</p>	<p>Project/Time management skills</p> <p>Experience in successfully taking forward major projects with minimum professional direction or supervision</p> <p>Experience of working in an Assessor's Service or equivalent environment</p> <p>Experience of working in a public authority</p>	✓ ✓ ✓	 ✓
<p>To provide leadership, direction and support to a team of technical staff in the collection and analysis of valuation evidence.</p>	<p>IT skills</p> <p>Problem solving skills</p>	✓ ✓	
<p>Leading and guiding a team of technical staff in the disposal of proposals and appeals within their geographical and specialist areas. Ensuring correspondence is issued within the statutory timetable and monitoring the ongoing proposal and appeal disposal progress.</p>	<p>Familiarity with interpretation and application of Legislation & Case Law, as it relates to the functions of the Assessor Service.</p> <p>Negotiation Skills</p>	✓ ✓	
<p>To deputise for the Assessor at the Local Taxation Chamber (First-tier Tribunal for Scotland) and the Upper Tribunal for Scotland and to participate fully as a member of the Scottish Assessors Association.</p> <p>To liaise with the Valuation Office Agency, attend meetings with harmonisation counterparts and ensure consistency of valuation throughout Fife and sometimes nationally.</p> <p>To act as an Advocate or Expert Witness at the Local Taxation Chamber (First-tier Tribunal for Scotland) and Upper Tribunal for Scotland hearings.</p>	<p>Experience of working with others and of developing and maintaining effective relationships</p> <p>Advocacy / Expert Witness experience</p>	✓ ✓	

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To lead, guide and support technical staff in the preparation of evidence for presentation to the Local Taxation Chamber (First-tier Tribunal for Scotland) , Upper Tribunal for Scotland , Court of Session or the Lands Valuation Appeal Court.	Presentation skills	✓	
To liaise with Counsel, provide guidance notes and briefing papers, advise staff on rating and Council Tax Statute and Case Law.	Communication skills, both verbal and written	✓	
To provide specialist advice/reports on the valuation of properties falling within a particular remit of the SAA's Standing Committees.	Ability to produce accurate reports and information within tight timescales.	✓	
To have a Service wide remit in the development and application of Service policies and procedures.	Experience of effectively managing conflicting demands	✓	
To ensure training plans are up to date and to develop individual and team training plans.	Organisational skills	✓	
To oversee and support staff undertaking the necessary qualifications and training to complete the Royal Institution of Chartered Surveyors MRICS qualification or AssocRICS qualification.			
To ensure efficient and effective Service information management.	Experience of dealing with data protection legislation	✓	
	Awareness of the Freedom of Information (Scotland) Act 2002		✓
Consider the effects of new legislation and case law and prepare written or verbal reports or guidance on the implications of these changes on current practices or policies.			
To ensure Health and Safety is understood by all staff and to have an up to date knowledge of the Law.			
To deal with correspondence in connection with Non- Domestic Rating and Council Tax including information requests from other Assessors, Elected Members, local businesses, groups of ratepayers, Valuation Office Agency, Northern Ireland Land and Property Service and the Scottish Government.	Experience of delivering services in a demanding and challenging environment		✓

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Ability to think and act strategically and experience translating strategy into deliverable outcomes.	Leadership skills	✓	
Contributing to the management of the Service budget, developing and delivering Service savings.			
Contributing to the strategic delivery of the Service as a member of the Service Management Team and the Extended Directorate Leadership team.	Experience of strategic planning and positively facilitating organisational change		✓
The ability to travel throughout Fife and beyond is essential. Assistance with transportation requirements may be considered as appropriate	Ability to travel to various destinations across and out with Fife is essential	✓	
To lead the survey and valuation of the more challenging subjects within the geographical area.	Ability to provide regular and effective service	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>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.</p>	
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>