



# Role Profile

## DIVISIONAL VALUER

|               |                |       |            |
|---------------|----------------|-------|------------|
| Reference No. | A4534          | Type  | Individual |
| Service       | Assessor       |       |            |
| Job Family    | Professional 3 | Grade | FC9        |

### Purpose

To be responsible for the efficient work supervision and training of Technicians and Survey Assistants undertaking the survey and valuation of non-domestic and domestic properties throughout Fife for the purposes of compiling and maintaining the Valuation Roll and the Council Tax List. The Divisional Valuer will also be the Service lead for particular categories of subjects.

The Divisional Valuer will undertake the survey and valuation of the more complex or unusual subjects within the geographical area.

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

Responsibility for overseeing the survey and valuation of properties for Council Tax and Non-Domestic Rating purposes within a specific geographical area or where the Divisional Valuer is the Service lead in a subject category. The Divisional Valuer will also undertake the survey and valuation of the more complex or unusual subjects within the role's area of responsibility.

Defending values in the Council Tax Valuation List and the Valuation Roll including preparing material for submission to the Valuation Appeal

### 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

✓

Experience in valuation of commercial or non-domestic property.

✓

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|--|--|------------|------------|
| Committee and the Lands Tribunal for Scotland, appearing before the Valuation Appeal Committee as an expert witness.   | Advocacy/Expert witness experience.<br><br>Negotiation skills training.<br><br>Practical working knowledge of the legislation and case law governing Council Tax and Non-Domestic Rating                       |            | ✓<br><br>✓ |
| Responsibility for dealing with correspondence, queries, meetings with rate/council tax payers or their nominated representative on valuation matters.   | Experience of working in an Assessor's office or similar environment (Deliver results - See 'How We Work Matters' Framework)   | ✓          |            |
| Identifying training and development for Technicians and Survey Assistants as well as maintaining own CPD and assisting RICS trainees with their CPD requirements.   | IT skills and knowledge of Data Protection principles (Embrace Technology & Information)<br><br>Having a structured approach to complying with R.I.C.S. CPD requirements                                       | ✓<br><br>✓ |            |
| Assisting and liaising with the Service Management team and other Divisional Valuers in the development, interpretation and application of local schemes of valuation and /or those normally produced by the Scottish Assessors Association. | Ability to provide a regular and effective service   | ✓          |            |
| Representing the Service at internal and external groups, for example contributing and participating in the Scottish Assessors Association meetings.   | Experience in engaging with a variety of internal and external stakeholders in a professional and sensitive manner (Focus on Customers)<br><br>Ability to travel to various locations across and out with Fife |            | ✓<br><br>✓ |
| Responsibility for ensuring statutory deadlines are met and all performance indicator targets are worked towards through effective resource management.  | Workload awareness. Ability to schedule workload, prioritise and adapt to changes in priorities in order to meet deadlines (Take Ownership)<br><br>Time management skills                                      | ✓<br><br>✓ |            |

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|---|---|----------|----------|
| Contributing to the development of Service policy and processes and identifying where updates are required.                                 | Experience in developing and delivering service improvements and initiatives  |          | ✓        |
| Acting as a Supervisor or Counsellor as required for the purposes of RICS training.   | Ability to work under own initiative with minimum supervision   | ✓        |          |
| Maintaining effective contact with the Service management team and colleagues through regular attendance at meetings and preparing reports. | Communication skills  | ✓        |          |
|   | Experience of working as part of a team (Work together)   | ✓        |          |
| 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:

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|---|---|----------|----------|
|   |   |          |          |
|   |   |          |          |
|   |   |          |          |

### 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.

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**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results