



Role Profile

SURVEY ASSISTANT

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|---------------|---------------------|-------|------------|
| Reference No. | I630.01 | Type | Individual |
| Service | Assessor | | |
| Job Family | Para Professional 3 | Grade | FC5 |

Purpose

Supporting the Assessor Service by carrying out inspections and surveys of non-domestic and domestic properties across Fife.

| 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 the survey and measurement of properties for Council Tax and Non-Domestic Rating purposes. | Educated to SCQF level 6, which includes Highers or SVQ level 3 or equivalent. | ✓ | |
| | Numeracy skills, including the mathematical ability to take measurements and calculate areas and clearly and concisely describe the property or site in words. | ✓ | |
| Dealing with general enquiries relating to property from interested parties. | Experience of work in a busy office or team environment. | ✓ | |
| | Experience of work in an Assessor's office or similar environment. | | ✓ |
| | Ability to learn the practical application of legislation and case law governing Council Tax and Non Domestic Rating. | ✓ | |

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|--|---|----------|----------|
| Scheduling surveys to make best use of time and travel. | Ability to schedule workload, prioritise, adapt to changes in priorities, and to meet deadlines. | ✓ | |
| | Ability to travel to various locations across Fife. | ✓ | |
| Researching background information on properties as required, including the use of e-Planning and other IT systems. | IT skills | ✓ | |
| | Knowledge of data protection principles. | | ✓ |
| Creating and maintaining all files to an appropriate standard by writing survey reports, preparing dimension sheets, drawing plans, calculating areas, noting construction and amenity detail. | Ability to produce clear, concise and accurate documentation and reports. | ✓ | |
| Maintaining databases of property information in accordance with Assessor Service requirements. | Organisational skills | ✓ | |
| Processing amendments to the Valuation Roll and Council Tax Valuation List following office procedures and within required timescales | Ability to accurately follow instruction and work to deadlines | ✓ | |
| Preparing and providing information to team members to assist with negotiations, appeals and valuation. | Ability to work as part of a team as well as work on own. | ✓ | |
| Dealing with general enquiries relating to property from both external and internal stakeholders. | Ability to communicate verbally and engage in a professional manner with a range of stakeholders, both internal and external. | ✓ | |
| Contributing to the team meetings and other activities within the Assessor Service. | Ability to provide a regular and effective service. | ✓ | |
| Taking accurate measurements of land and buildings and record those measurements clearly and accurately. | Accuracy skills. | ✓ | |
| Recording construction and amenity details | Knowledge of construction material and civils. | | ✓ |
| | | | |
| Undertaking all other duties as required for the role. Duties will be in line with the grade. | | | |

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| 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 | | | | |
|--|---|---|--|--|
| Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one). | PVG Children <input type="checkbox"/> | PVG Protected Adults <input type="checkbox"/> | PVG Both <input type="checkbox"/> | None <input checked="" type="checkbox"/> |
| | Basic Disclosure <input type="checkbox"/> | Standard Disclosure <input type="checkbox"/> | Enhanced Disclosure <input type="checkbox"/> | |

| Additional Information – the following information is available: |
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| <ul style="list-style-type: none"> • 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: |
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| <ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results |