

Role Profile

VALUER			
Reference No.	A76	Type	Individual
Service	Assessor		
Job Family	Professional 2	Grade	FC8

Purpose
To survey and value non-domestic and domestic properties within a specific geographical area of Fife for the purposes of maintaining the Valuation Roll and Council Tax Valuation List within statutory timescales and Service Key Performance Indicator targets.
To defend values entered in the Valuation Roll and the Council Tax Valuation List.

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
Surveying and valuing non-domestic and domestic properties within a specific geographical area of Fife for the purposes of maintaining the Valuation Roll and Council Tax Valuation List within statutory timescales and Service Key Performance Indicator targets.	<p>Member or Fellow of the Royal Institution of Chartered Surveyors (MRICS or FRICS)</p> <p>Educated to SCQF Level 9 which includes a degree or equivalent.</p> <p>Time management skills</p> <p>Organisational skills (Deliver Results-See How We Work Matters Framework)</p> <p>Ability to provide regular and effective service</p> <p>Experience of working of part of a team (Work together)</p> <p>Ability to travel throughout Fife</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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Analysing rental, cost and other valuation information and making valuation recommendations from this analysis	Accuracy skills Analytical skills IT skills (Embracing Technology and Information)	✓ ✓ ✓	
Dealing with proposals and appeals for Council tax Valuation List entries	Knowledge of Council Tax Valuation List legislation and case law		✓
Negotiating and dealing with appeals for Non- Domestic Rating purposes	Experience of an Assessor Service or equivalent Knowledge of rating legislation and case law Negotiation Skills		✓ ✓ ✓
Preparation of cases to be heard by the Valuation Appeal Committee and acting as an Expert witness at the Valuation Appeal Committee in both Council Tax and Rating appeal cases.	Presentation skills Multi- tasking skills	✓ ✓	
Assisting in the preparation of Scottish Assessors Association Practice Notes and Schemes of value	Report writing skills (Take Ownership)	✓	
Dealing with correspondence and enquiries from taxpayers, or their nominated representative, on rating and council tax matters.	Communication Skills (Customer focus)	✓	
Supporting Trainee Valuers, Technicians and Survey Assistants in carrying out work compiling and maintaining the Valuation Roll and Council Tax Valuation List.	Experience of working to tight deadlines and responding quickly to changing demands	✓	

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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:			
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>