

INFORMATION CO-ORDINATOR

Reference No.	G056.01	Type	Generic
Service	Assessor		
Job Family	Admin & Clerical 6	Grade	FC6

Purpose

To manage the Information Division of the Assessor Service and to provide information support to the Assessor Service Management team.

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
Supervising a small information team with responsibility for providing administrative and information support to ensure the accurate and efficient update of the Valuation Roll and Council Tax Valuation List. This includes responsibility for regular audit to ensure all entries on the published Council Tax List and Valuation Roll are updated and maintained accurately.	<p>Educated to SCQF level 7 which includes HNC or Advanced Highers or equivalent in Business Administration or equivalent</p> <p>Supervisory responsibility (Take ownership – See ‘How We Work Matters’ Framework)</p> <p>Knowledge of functions carried out in Assessors Service</p> <p>Experience working in an administrative environment</p> <p>Accuracy skills (Deliver results)</p> <p>Quality control and checking skills</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>

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
Carrying out contribution management meetings and providing training to other information section staff. Also be the central point of guidance to other staff in the Information section.	Communication skills (Working together) Interpersonal skills	✓ ✓	
Responsibility for the gathering and analysis of customer feedback forms and for return of information forms. This includes working in partnership with the Assessor Service Data Co-ordinator to identify data extracts.	IT skills (Embrace technology and information) Time management skills Communication Skills (Focus on customers)	✓ ✓ ✓	
Responsibility for ensuring mail logging of all Service received documents, ensuring these are scanned and appropriate meta data applied. Ensuring accurate document retrieval. Ensuring Service compliance with agreed retention schedule.	Experience of Data Protection Act, FOISA	✓	
Make all travel arrangements, book accommodation for the Service as required. Liaising with other Assessors' offices to provide appropriate information as required.			
Responsibility for ensuring appeal citations, court lists for the Valuation Appeal Committees are prepared. Prepare sound recording equipment and attend hearing to ensure accurate recordings are made.	Audio typing skills Short hand skills	✓ 	✓
Maintaining the Service's personnel records and providing advice and assistance in HR matters. Administering all recruitment procedures and assisting in the appointment and induction of staff.			

Role Profile

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Responsibility for dealing with Service related tasks on current ordering system and for reporting expenditure from budgets. Responsibility for monitoring stock and ordering any Service goods.			
Responsibility for carrying out PPE audit, daily audit of survey book and for DSE assessments within the Service.			
Inputting Service information to corporate IT systems.			
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				
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:
<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:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results