

<b>Information Lead Officer</b>				<b>Purpose</b>			
Reference No.	A4669	Type	Individual	Manage and supervise the Information Division team to support delivery of both the Valuation Roll and Council Tax Valuation List. To lead improvement and change while supporting staff in complying with approved processes, procedures and legislative changes.			
Service	Assessor						
Job Family	Professional 1	Grade	FC7				
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility		<b>E</b>	<b>D</b>
<p>Leading a team which provides information management support to ensure the accurate and efficient update of both Valuation Roll and Council Tax Valuation Lists. Responsible for the audit and quality control of team performance, ensuring all entries on the published Council Tax Valuation List and the Valuation Roll are updated timeously and accurately maintained.</p> <p>Being the main point of contact to provide guidance to the Information Division team.</p>				<p>Educated to SCQF level 7, which includes an HNC or Advanced Highers or equivalent in Business Administration or equivalent.</p> <p>Ability to supervise and lead a team</p> <p>Knowledge of functions carried out in Assessors Service</p> <p>Accuracy Skills and a high level of attention to detail <b>(Deliver Results - see 'How We Work Matters Framework)</b></p>		✓	✓
						✓	✓

## Role Profile

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	<p>Experience of working in an administrative or similar environment</p> <p>Experience of carrying out quality checking and assurance work</p> <p>Communication Skills</p> <p>Time Management Skills</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Taking the lead role ensuring documents, are mail logged, scanned and appropriate meta data applied. Overseeing data extraction, document retrieval and ensuring Service documentation is safely destroyed in compliance with Service retention schedule.</p>	<p>Knowledge of Data Protection legislation</p> <p>Knowledge of FOISA legislation</p> <p>Ability to provide a regular and effective service</p> <p>IT skills (Embrace Technology &amp; Information)</p>	<p>✓</p> <p></p> <p>✓</p> <p>✓</p>	<p></p> <p>✓</p> <p></p> <p></p>
<p>Reviewing, improving and implementing changes to operational processes in line with changing Service demands and resources. Consulting with managers for advice or direction as required.</p>	<p>Organisational skills and the ability to manage conflicting priorities (Take Ownership)</p> <p>Evidence of effectively managing change</p>	<p>✓</p> <p></p>	<p></p> <p></p>

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	Experience of working with minimum supervision in an environment of change and challenge	✓	✓
Contributing to the strategic development and improvement of the Service as a member of the Assessor Service Management Team and the Extended Finance and Corporate Services Directorate Leadership Team.	Experience of working as part of a team (Work together)  Experience of driving change  Knowledge of the strategic issues facing the Service	✓  ✓	  ✓
Ensure documents issued on behalf of the Fife Valuation Appeal Committee are prepared.  Operating sound recording equipment at hearings ensuring recordings are accurately transcribed when required.	Audio typing skills  Short hand skills  IT skills (Embrace Technology & Information)	✓  ✓	 ✓
Representing the Assessor Service at meetings and dealing with customers.	Experience of engaging with a variety of internal and external stakeholders (Focus on Customers)	✓	
Dealing with Service related tasks on the current ordering system and reporting expenditure from budgets. Monitoring stock and ordering Service goods.	Experience of financial / administrative systems	✓	

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Carrying out the Service PPE audit, auditing the survey book daily and monitoring Service DSE assessments.	Awareness and understanding of Health and safety legislation.	✓	
Preparing the Service Register and other reference and guidance documents for review by the Service Management team	Awareness of strategic risk		✓
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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<b>Job Title (Specialists Tasks)</b>			

### 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.

## Role Profile

**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