

## INFORMATION OFFICER

Reference No.	G059.01	Type	Generic
Service	Assessors		
Job Family	Admin & Clerical 5	Grade	FC5

### Purpose

To co-ordinate and audit work within a small team which is responsible for information management and for providing administrative support for the compilation and maintenance of the Valuation Roll and 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:

Working as part of a small team, responsible for information management and for providing administrative support to ensure the accurate and efficient update of the Valuation Roll and Council Tax Valuation List. Overseeing the work of information assistants and acting as a point of contact for any queries raised by them.

This includes:

- importing and processing all sources of information to the Assessor Service
- identifying, referencing properties (including liaison with Address Gazetteer
- :-Liaising with technical teams regarding accuracy of documents/information
- :-logging proposals / appeals and providing information

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**   **D**

Educated to SCQF level 7 which includes HNC or Advanced Highers or equivalent in Business Administration or equivalent

✓

Experience in an administrative environment

✓

Team working skills (Working together)

✓

Communication skills (Focus on Customers)

✓

Diplomatic skills

✓

Experience working in an Assessor Service

✓

## Role Profile

<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>
:-Monitoring time-bound processes :-Providing training and guidance to other information division staff.	Supervisory experience		✓
Ensuring accurate information is input into systems for use by the Technical Teams as this information may be used to prepare statutory valuations produced by the Assessor. The statutory valuations of Rateable values and council tax bands then form the basis for Fife Council calculating non domestic rates and council tax.			
Carrying out regular auditing to ensure all entries on the published Council Tax List and Valuation Roll are updated and maintained accurately.	Quality control skills (Take ownership)  Flexible outlook  Supervisory experience  Time management skills (Deliver results)  Experience working without supervision	✓    ✓	✓  ✓  ✓
Ensuring the timeous issue and logging of Return of Information Forms.	Organisational skills  Accuracy skills	✓  ✓	
Responding to customer queries and providing information for valuation for rating and council tax purposes both verbally and in writing.	Knowledge of the functions carried out in the Assessor Service		✓

## Role Profile

<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>
Scanning, and co-ordinating the scanning of documents and inputting appropriate meta data and retrieving documents.	IT skills (Embracing technology and information)  Experience of Data Protection Act, FOISA	✓  ✓	
Preparing sound equipment and attend hearing to ensure accurate recording, thereafter transcribe recorded appeal hearings.	Audio typing skills	✓	
Preparing appeal citations, court lists for the Valuation Appeal Committee.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:				
<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>

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>				
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"/>	

<b>Additional Information</b> – the following information is available:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>

<b>Expected Behaviours</b> – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>