



Role Profile

TECHNICIAN			
Reference No:	H81		
Service:	Assessor Service		
Job Family:	Planning, Property and Assessors	Grade:	FC6

Purpose
To assist with the survey and valuation of domestic and non-domestic properties for the purposes of compiling and maintaining the Council Tax Valuation List and Valuation Roll.

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 survey and valuation of domestic and more straightforward non-domestic properties within Fife and applying a basic working knowledge of Council Tax and Rating legislation along with relevant case law to assist with this.	A working knowledge of applying legislation and case law governing valuation for Council Tax and Non-Domestic Rating. Self-motivation to study and learn to achieve the Associate Royal Institution of Chartered Surveyors qualification or equivalent.		✓ ✓
Dealing with Council Tax proposals and enquiries.	Experience of working in a busy or team environment. Customer Service experience	✓ ✓	

E = Essential Criteria D = Desirable Criteria

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Assisting in the defence of more straightforward entries in Valuation Roll as well as entries in Council Tax Valuation List	Educated to HND, HNC, NVQ3, BTEC, foundation degree or in a property, construction, or valuation related discipline or equivalent.	✓	
Liaising with Council Taxpayers and Non-Domestic Rate payers providing advice and guidance on valuations.	Experience of working in an Assessor's Office, property environment or similar		✓
Carrying out research and background work on properties through use of e-planning and other systems.	Strong IT skills with a knowledge of Data Protection principles	✓	
Providing support and assist in the preparation of cases to be heard by the Local Taxation Chamber (First-tier Tribunal for Scotland)..	Professional approach to duties	✓	
Scheduling survey work to make best use of time and travel.	Enthusiastic and self-motivated		
Dealing with general enquiries relating to property from interested parties.	Ability to work under own initiative		✓
Processing amendments to the Valuation Roll and Council Tax Valuation List following office procedures and within required timescales.	Ability to engage with a variety of stakeholders	✓	
Preparing background information as guided to assist with negotiations, proposals, appeals and other valuation or property matters.	Ability to schedule work, prioritise and adapt to changes in priorities to deliver results and meet deadlines	✓	
Creating and maintaining property files to an appropriate standard by writing survey reports, preparing dimension sheets, drawing plans, calculating areas, noting construction and other amenity detail.	Ability to produce clear, concise and accurate documentation and reports	✓	
Taking accurate measurements of land and buildings and record those sizes clearly and accurately.	Ability to work as part of a team as well as work on own	✓	
Recording accurately property construction and amenity details.	A working knowledge of construction materials and civils		✓
	Ability to deliver good information management	✓	
	Good verbal and written communication skills	✓	
	Strong accuracy and numeracy skills	✓	

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Contributing to team meetings and other activities within the Assessor Service.	Ability to travel to various locations throughout Fife	✓	
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	
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>

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