



Role Profile

TECHNICIAN			
Reference No.	H81	Type	Individual
Service	Assessor Service		
Job Family	Para Professional 4	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 RICS 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 equivalent in a property, construction or valuation related discipline	✓	
Liaising with Council Tax Payers and Non-Domestic Rate payers providing advice and guidance on valuations.	Experience of working in an Assessor's Office, property environment or similar (Deliver results - See 'How We Work Matters' Framework)		✓
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 (Embrace technology and information)	✓	
Providing support and assist in the preparation of cases to be heard by the Valuation Appeal Committee.	Professional approach to duties Enthusiastic and self-motivated	✓	
Scheduling survey work to make best use of time and travel.	Ability to work under own initiative		✓
Dealing with general enquiries relating to property from interested parties.	Ability to engage with a variety of stakeholders (Focus on customers)	✓	
Processing amendments to the Valuation Roll and Council Tax Valuation List following office procedures and within required timescales.	Ability to schedule work, prioritise and adapt to changes in priorities to deliver results and meet deadlines (Take ownership)	✓	
Preparing background information as guided to assist with negotiations, proposals, appeals and other valuation or property matters.	Ability to produce clear, concise and accurate documentation and reports	✓	
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 work as part of a team as well as work on own A working knowledge of construction materials and civils	✓	✓
Taking accurate measurements of land and buildings and record those sizes clearly and accurately.	Ability to deliver good information management	✓	
Recording accurately property construction and amenity details.	Good verbal and written communication skills	✓	

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	Strong accuracy and numeracy skills	✓	
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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Job Title (Specialists Tasks)			

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.

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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