

Role Profile

DIVISIONAL ASSESSOR

Reference No:	A4662		
Service:	Assessor		
Job Family:	Planning, Property & Assessor	Grade:	FC10

Purpose

To be responsible for the efficient work allocation, co-ordination and training of Technical staff undertaking property surveys and valuations throughout Fife for the purposes of compiling and maintaining the Valuation Roll and Council Tax Valuation List. Taking a lead role in the Service for the survey and valuation of properties of a more specialist nature.

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
Managing and co-ordinating technical staff workload to ensure the survey and valuation of properties for Council Tax and Non-Domestic Rating purposes. Leading the survey and valuation of properties of a specialist nature such as the public utilities. Dealing with a diverse and complex range of valuation challenges and providing advice to staff.	<p>Qualified to full professional membership of the Royal Institution of Chartered Surveyors (M.R.I.C.S.)</p> <p>Educated to SCQF level 9, which includes a degree or equivalent</p> <p>Management qualification</p>	<p>✓</p> <p>✓</p>	<p>✓</p>
Leading and training staff as well as managing Service resources in the preparation of valuations and the clearance of appeals in accordance with statutory deadlines.	<p>Analytical skills</p> <p>Organisational skills and the ability to manage conflicting priorities</p> <p>Knowledge of Data Protection legislation</p> <p>Knowledge of FOISA legislation</p> <p>IT skills</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
Providing staff with advice and guidance in the collection and analysis of rental, cost, sales and other valuation data used to derive levels of value. Dealing with diverse and complex valuation problems to reach conclusion.	<p>Negotiating and influencing skills</p> <p>Time Management Skills</p>	<p>✓</p> <p>✓</p>	

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Defending values in the Council Tax Valuation List and Valuation Roll, including supervising and supporting staff in the preparation of cases for submission to the Local Taxation Chamber (First-tier Tribunal for Scotland) , the Upper Tribunal for Scotland, the Lands Valuation Appeal Court or the Court of Session. Preparing the Local Taxation Chamber (First-tier Tribunal for Scotland) submissions relating to Civil Penalties and presenting to the Tribunal.	Leadership and management skills Experience in valuation of commercial or non-domestic property. Practical working knowledge of the legislation and case law governing Council Tax and Non-Domestic Rating Experience in the survey and valuation of complex, specialist or unusual property categories. Experience of working in an Assessor’s office or similar environment	✓ ✓ ✓ ✓	✓
Responsibility for managing the Service’s Civil Penalty Appeal Process, preparing submissions and leading cases to be heard by the Local Taxation Chamber (First-tier Tribunal for Scotland) in accordance with the statutory timetable.	Time Management Skills Leadership and Management skills	✓ ✓	
Representing the Assessor Service at internal and external groups, participating fully as a member of the Scottish Assessors Association.	Experience of engaging with a variety of internal and external stakeholders in a professional and sensitive manner Experience of participating in the workings of the Scottish Assessors Association in the formulation of national guidance Experience in the analysis of valuation evidence, presenting concise reports and making recommendations on valuation approach Ability to travel to various locations across and out with Fife	✓ ✓ ✓ ✓	✓
Contributing to the strategic development and improvement of the Service by attending meetings with the Assessor Service Management Team and by being a member of the Extended Directorate Leadership Team. To represent the Assessor/Assistant Assessors at meetings where appropriate.	Experience of working as part of a team and having responsibility for the allocation and co-ordination of work Experience of driving change-a strategic and innovative thinker	✓ ✓	

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Acting as an expert witness before the Local Taxation Chamber (First-tier Tribunal for Scotland) including consulting with Counsel where legal representation is necessary. Leading evidence before the Local Taxation Chamber (First-tier Tribunal for Scotland) for Council Tax Valuation List appeals.	Advocacy or Expert witness experience	✓	
Preparing local practice notes and leading Technical staff in the development, interpretation and application of Practice Notes produced by the Scottish Assessors Association (SAA). Analysing national evidence and presenting recommendations and reports to the SAA for application on a national basis.	Ability to provide a regular and effective service High level of communication skills	✓ ✓	
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 	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.