

Lothian Valuation Joint Board

Assistant Assessor - Recruitment Pack



Information about Lothian Valuation Joint Board

Thank you for your interest in joining the Lothian Valuation Joint Board.

Lothian Valuation Joint Board is a public body established in 1996 to provide valuation services to four Councils; City of Edinburgh, East Lothian, West Lothian and Midlothian.

The Assessor & ERO is an independent statutory official with a personal responsibility to ensure all statutory duties are fulfilled within the areas represented by the four Councils of the Board.

The Assessor & ERO is responsible for compiling and maintaining three lists:

- A **Valuation Roll** for every non domestic property situated within the Authority. Non domestic rates are calculated and charged from the information contained in the Valuation Roll.
- A **Council Tax Valuation List** which includes an entry for every Dwelling (house), and this information forms the basis of the calculation for Council Tax Liability.
- **Electoral Registers** which include the names, addresses and electoral designations for every elector and are used for elections and other statutory purposes.

Subject to legislative provision, the Valuation Roll and the Council Tax Valuation List contain an entry for every property within the Authority.

The Electoral Register contains details of everyone entitled to vote and used to determine who can vote at elections.

If you feel you have the experience, energy and enthusiasm to become an Assistant Assessor for Lothian Valuation Joint Board then we would welcome your application!

More detailed information about working for Lothian Valuation Joint Board is available on our [vacancies page](#).



Lothian Valuation Joint Board – Key Facts



	Number of Non Domestic Properties	Total Rateable Value	Number of appeals lodged (2017 Revaluation)
City of Edinburgh	23,181	941,195,070	8,262
East Lothian	3,679	79,935,540	1,107
Midlothian	3,057	85,809,170	1,058
West Lothian	6,565	206,343,730	2,498



	Number of Domestic Valuations
City of Edinburgh	253,914
East Lothian	49,344
Midlothian	41,461
West Lothian	81,122



	Number of Constituencies	Number of Electors	Absent Voters Standing List	Estimated Number of registration changes per year
City of Edinburgh	5	402,754	75,044	57,000
East Lothian	1	85,723	16,350	8,700
Midlothian	1	73,893	13,433	7,000
West Lothian	2	142,994	29,024	14,500

The Political Structure

The Board comprises of elected members from each of the four constituent authorities. The membership reflects both the political and geographic characteristics of each of the authorities. The Board has in place an Appeals Sub-Committee, an Appointments Committee and a Joint Consultative Group.

The City of Edinburgh Council

Name	Ward	Area
Councillor David Key (SNP) (Convener)	Ward 9	Fountainbridge / Craiglockhart
Councillor Gillian Gloyer (Lib Dem)	Ward 6	Corstorphine / Murrayfield
Councillor Ricky Henderson (Labour)	Ward 2	Pentland Hills
Councillor Norman Work (SNP)	Ward 1	Almond
Councillor Phil Duggart (Conservative)	Ward 8	Colinton / Fairmilehead
Councillor Gavin Corbett (Scottish Greens)	Ward 9	Fountainbridge / Craiglockhart
Councillor George Gordon (SNP)	Ward 4	Forth
Councillor Jason Rust (Conservative)	Ward 8	Colinton / Fairmilehead
Councillor Karen Doran (Labour)	Ward 11	City Centre

East Lothian Council

Name	Ward	Area
Councillor Jim Goodfellow (Labour)	Ward 4	North Berwick Coastal
Councillor Jeremy Findlay (Conservative)	Ward 4	North Berwick Coastal

Midlothian Council

Name	Ward	Area
Councillor Margot Russell (Labour)	Ward 3	Dalkeith
Councillor Kieran Munro (Conservative)	Ward 6	Midlothian South

West Lothian Council

Name	Ward	Area
Councillor Dave King (Labour)	Ward 5	East Livingston / East Calder
Councillor Damian Timson (Conservative)	Ward 5	East Livingston / East Calder
Councillor Andrew McGuire (Labour)(Vice Convener)	Ward 9	Armadaile / Blackridge

Assistant Assessor – Job Description

Purpose of Job

Lothian Valuation Joint Board is responsible for the creation and maintenance of the largest Valuation Roll and Council Tax List in Scotland. This is achieved through the operation of three technical valuations divisions within the organisation. Each Assistant Assessor over and above all corporate responsibilities provides leadership to a technical division.

As a Senior Manager, the post is responsible for the leadership and strategic development of a major operational service delivering a range of services across LVJB and its constituent councils.

Major Tasks/Job Activities

- Form part of the corporate executive team providing leadership, vision and strategy to the organisation.
- As part of the corporate executive create, monitor and review the corporate goals of the organisation.
- Deputise for the Assessor as appropriate.
- Take ownership for, and deliver on, key strategies and desired outcomes as part of the overall corporate plan.
- Have direct responsibility for the leadership, direction, and performance of a technical division.
- Ensure the discharge of all statutory responsibilities and legal requirements in respect of the Valuation Roll and Council Tax List.
- Have responsibility for the successful disposal of all divisional workloads.
- Take direct personal responsibility for the disposal of the most complex of technical valuation matters.
- Participate in the scoping and development of technical valuation systems in preparation for future revaluations and any future changes in Council tax requirement.
- Ensure delivery through the Project Management Board of all technical valuation objectives.
- Ensure the ongoing delivery of objectives identified under the Board's Transformation Programme.
- Respond to enquiries from external agencies such as councillors, MSP's, MP's Chief Executives and other senior council officials.
- Respond as appropriate to matters arising under FOI, DP and Records Management and other regulatory requirements.
- Identify, source and provide all training requirements identified within the technical valuation areas.
- Monitor, review and seek improvement in all technical performance areas.
- Create, monitor, and review technical valuation work plans for short, medium and long terms objectives.
- Act as expert witness before the Valuation Appeal Committee and Lands Tribunal for Scotland in respect of the most complex cases.
- Act as advocate, preparing cases, and leading expert witnesses before the Valuation Appeal Court.

- Appoint and liaise with legal counsel as required where such services are required in defence of technical valuation decisions.
- Ensure that a high level of customer service is achieved and maintained within the technical valuation service delivery area.
- Participate in ICT development programmes seeking increased efficiencies and improvements.
- Identify and develop through increased use of ICT, spend to save, projects.
- Develop and monitor work programmes that support the development of trainee Valuers moving towards RICS qualification.
- Prepare and deliver reports to the Lothian Valuation Joint Board.

Supervision and Management of People

The post will be responsible for the planning, co-ordination and management of a major operational service, and as such will have a number of operational managers reporting directly to them covering a range of different professions.

Creativity and Innovation

The post will develop and implement proposals relating to the policy, procedures and strategic development of a major service area with particular responsibility for their own service.

This will involve developing totally new approaches and key policy initiatives in a wide range of subject areas impacting across LVJB.

Contacts and Relationships

Contacts will relate to the development and delivery of a major service area and as such will have a wide-ranging impact on budgets, merging services etc.

The post will represent LVJB on a range of external bodies and will have the authority to commit to a course of action with major implications.

The post will also provide expert advice and guidance to the highest level of LVJB and its constituent authorities, and other external organisations.

Decisions (Discretion)

The post, in conjunction with the Corporate Team will make strategic decisions on the future development of a major service area covering LVJB.

The post in conjunction with the Assessor will have the final decision on all advice, recommendations and proposals presented to the LVJB, its constituent authorities, and other external organisations relating to policy, service practice and provision for a major operational service.

Decisions (Consequences)

Decisions will have a major operational impact across the LVJB.

Environment – Work Demands

The post holder will strategically manage a major operational service interpreting the changing local and national factors impacting on the service.

Operational matters requiring an immediate response will normally be dealt with by Managers reporting to this post.

Environment – Physical

Although the post may be exposed to some physical demands these will be predominantly within the range of normal office-based activities.

Environment – Working conditions

Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office-based activities.

Environment – Work Context

Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a LVJB employee.

Assistant Assessor – Person Specification

Knowledge and Skills:

- The post will require extensive knowledge and skills in a range of related professional disciplines to the extent that they can manage a major operational service involving the delivery of services requiring these disciplines.
- The post holder requires Professional membership of the RICS and will have an additional management qualification or extensive management experience.
- Member of the SAA taking key roles within the organisation.

Experience:

- Extensive professional experience.
- Significant period of employment at a senior level.
- Extensive knowledge of all technical valuation methodologies, schemes of valuation, current statutory and legislative requirement, and valuation case law.
- A thorough knowledge and appreciation of the demands and pressures facing the current and future delivery of technical valuation services.

Leadership:

- Excellent communication and people skills.
- Key skills on planning and implementation.
- Highly self-motivated with the ability to assess requirements and implement reasoned decisions accordingly.

Recruitment Arrangements

Applications

Application forms and additional information are available at <https://www.lothian-vjb.gov.uk/employment/>

Completed application forms should be returned to LVJB-HR@lothian-vjb.gov.uk by **11.59pm on Sunday 17th October 2021**. Applications will be acknowledged on receipt.

Any questions regarding this vacancy and recruitment process should be emailed to LVJB-HR@lothian-vjb.gov.uk

For an informal discussion about this role, please contact Gary Elliott, Assessor and ERO at gary.elliott@lothian-vjb.gov.uk

Evidence of Qualifications

You will be required to provide evidence of your qualifications as part of our pre-employment checks.

Medical Examination

You will be required to complete a medical pre-employment questionnaire as part of our pre-employment checks. The principal reason for this is to allow us to make any reasonable adjustments to ensure that work is not detrimental to your health and wellbeing. All information provided is held in the strictest confidence.

Right to Work in the UK

You must be eligible to work in the UK. If successful, you will be required to provide original evidence of your eligibility to work in the UK. We will provide you with guidance on suitable documentation.

Canvassing

You should note that canvassing councillors in support of your application, either directly or indirectly, in connection with this post will lead to disqualification.

Providing false information

You should also note that the providing false information or the omission of material information in your application, or at interview may lead to the offer of employment being withdrawn or summary dismissal.

Disclosure Scotland

The successful candidates will be required to provide a Basic Disclosure Check Certificate.

Summary of Terms and Conditions of Employment

Salary

Remuneration will reflect the responsibilities of the role and currently is circa £70k - £85k, contingent on candidate's knowledge and experience.

Pension fund

Lothian Valuation Joint's pension scheme is provided by Lothian Pension Fund. This is a career average salary scheme and a qualifying pension scheme, which meets or exceeds the government's standards.

A career average scheme means that your pension will be worked out every year and inflation increase added to ensure it keeps up with the cost of living. The LGPS is contracted out of the State Earnings Related Pension Scheme.

You can find more information about the fund on the [Lothian Pension Fund website](#).

Sick pay

Subject to the conditions set out in the Scheme of Conditions of Service, entitlement to sickness allowance will depend on continuous service. There is no entitlement to paid sickness allowance in the first 26 weeks of employment. Service between 26 weeks and 1 year would entitle you to paid sick pay of 5 weeks at full pay followed by 5 weeks at half pay. Entitlement rises based on length of service up to a maximum of 26 weeks full pay and 26 weeks half pay after 5 years' service.

Hours of work

Normal hours of work are 35.75 per week but given the nature of your role, we will expect you to have a flexible approach to working the hours necessary to meet the demands of the post.

Holiday entitlement

Annual holiday entitlement is 26 days. There are also six public holidays in a year. After ten years of service with Lothian VJB, your annual holiday entitlement increases to 34 days.

More detailed information about working for Lothian Valuation Joint Board is available on [our vacancies page](#).