

Job Title	Valuer
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ATTRIBUTES	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> Member of the Royal Institution of Chartered Surveyors. 		Application
RELEVANT WORK/OTHER EXPERIENCE	<ul style="list-style-type: none"> Experience of valuation of a wide range of properties. Experience of collation and analysis of evidence in relation to property including bulk subject categories. Experience of negotiation, complaint handling and dispute resolution. Understanding of Best Value practice and requirement to meet performance targets. 	<ul style="list-style-type: none"> Experience of giving written or oral evidence as an Expert Witness, preferably in relation to Council Tax or Rating appeals. Experience of negotiation with professional Rating Surveyors and Taxpayers. Experience of the inspection, survey and valuation of wide range of property categories for Rating and Council Tax. Thorough understanding of appeal disposal process for both Rating and Council Tax including the preparation and presentation of cases before a Committee or Tribunal. 	Application/ Interview
PARTICULAR SKILLS/ABILITIES	<ul style="list-style-type: none"> Strong oral and written communication skills. Strong level of Information Technology skill. Ability to work under pressure. Ability to achieve milestones and meet deadlines. Ability to communicate effectively. Ability to conduct research, collate information and produce meaningful reports. Ability to train junior or unqualified staff. 	<ul style="list-style-type: none"> Thorough knowledge of Council Tax legislation in Scotland. Thorough knowledge of the Valuation Acts and associated legislation. 	Application/ Interview
PERSONAL QUALITIES (eg inter-personal skills, attitude, adaptability, motivation, presentation)	<ul style="list-style-type: none"> Enthusiastic team player. Self motivated with ability to use own initiative. Well-developed interpersonal skills. Appreciation of benefits of establishing and maintaining good relations with officials, elected members and other stakeholders. Ability to deal positively with change. 		Application/ Interview

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ANY ADDITIONAL JOB RELATED REQUIREMENTS (eg ability to work irregular hours, shifts)		<ul style="list-style-type: none"> • Be prepared to be flexible and/or work additional hours at times of peak workload. • Full current driving licence or willingness to travel. 	Application/ Interview