

# Job Description

<b>Job Title:</b>	<b>Valuer</b>
<b>Grade:</b>	<b>PO1 – PO3</b>

## 1. PURPOSE OF JOB

- To assist Assessor in maintaining Valuation Roll and Council Tax List.
- To participate actively as member of a Divisional team.
- To undertake Non-Domestic valuations.
- To undertake valuation work for Council Tax.

## 2. JOB ACTIVITIES

The post-holder will be a member of a geographical team responsible for the survey and valuation of the majority of property in that area for rating purposes and for Council Tax. The range of activities to be undertaken by any individual will include:-

- Valuation of major subjects including specialised categories.
- Negotiation of such within parameters of valuation schemes.
- Determining levels of value subject to approval of Divisional Valuer and Assistant Assessor.
- Preparation of material for local appeal committees and the Lands Tribunal.
- Appearing as an expert witness.
- Participation in Scottish Assessors' Association working parties as required.
- Assisting senior staff in developing schemes of valuation.
- Valuation of domestic properties.
- Training of unqualified and other technical staff.
- Providing advice and direction to Trainee Valuers and other technical staff.
- Assisting in implementing programs of computer development.

## 3. LINE MANAGEMENT RESPONSIBILITIES

- None.

#### **4. DECISIONS MADE**

- Unsupervised negotiation of valuations within parameters of schemes.
- Selection and preparation of evidence.
- Assisting in setting local levels of value at Revaluation.
- Determining levels of value for Council Tax.

#### **5. SUPERVISION RECEIVED**

- Reports to Divisional Valuer.
- Expected to work with minimal supervision.

#### **6. CONTACTS**

- The general public.
- All staff up to Directorate level.
- Senior professional equivalents of Local Authority Departments.
- Professional agents.
- Valuation Appeal Committee including solicitors and counsel.
- Scottish Assessors' Association.

#### **7. QUALIFICATIONS**

- MRICS.

#### **8. EXPERIENCE**

- Sufficient to survey all categories of Domestic and Non-Domestic property.
- Sufficient to apply SAA and LVJB schemes of Non-Domestic valuation.
- Sufficient to undertake valuation of Non-Domestic properties.
- Sufficient to appear effectively as witness before local Tribunals.
- Post-qualification experience and ability will determine workload and responsibility.

## **9. COMPLEXITY**

- Valuation of properties of substantial value.
- Analysis of valuation data.
- Interpretation of law.
- Consultation and negotiation with professional agents.
- Supervision and training of subordinate staff.
- Deputising for Divisional Valuer in management of team.

## **10. CREATIVITY**

- Preparation of values and reports on high value property.
- Providing recommendations to senior staff.
- Correspondence with ratepayers and professional agents.
- Preparation and presentation of material before appeal committees and Lands Tribunal.
- Determining levels of value for Council Tax.
- Analysis of cost and rental data for purposes of Revaluation.
- Acting in accordance with principles of Best Value.
- Participation in development of valuation systems.

## **11. SPECIAL CONDITIONS**

- It will be a requirement of the post that the post-holder obtains a Basic Disclosure from Disclosure Scotland.
- Willingness to travel. Full current driving licence is desirable.
- Any other duties pertinent to post.