

<b>Job Title</b>	<b>Valuer</b>
------------------	---------------

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

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