



# Role Profile

<b>VALUER</b>			
Reference No:	A76		
Service:	Assessor Service		
Job Family:	Planning, Property and Assessors	Grade:	FC8

<b>Purpose</b>
To survey and value non-domestic and domestic properties within a specific geographical area of Fife for the purposes of maintaining the Valuation Roll and Council Tax Valuation List within statutory timescales and Service Key Performance Indicator targets.
To defend values entered in the Valuation Roll and Council Tax Valuation List.
To work towards becoming a full professional member of the Royal Institution of Chartered Surveyors

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Surveying and valuing non-domestic and domestic properties within a specific geographical area of Fife for the purposes of maintaining the Valuation Roll and Council Tax Valuation List within statutory timescales and Service Key Performance Indicator targets.	Member of Fellow of the Royal Institution of Chartered Surveyors (MRICS or FRICS)  Educated to SCQF Level 9 which includes a degree or equivalent  Time management skills  Organisational skills	✓   ✓  ✓	✓   ✓

E = Essential Criteria    D = Desirable Criteria

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	Experience of working as part of a team	✓	
	Ability to travel throughout Fife	✓	
Analysing rental, cost and other valuation information and making valuation recommendations from this analysis.	Accuracy skills	✓	
	Analytical skills	✓	
	IT Skills with a knowledge of Data Protection principles	✓	
Dealing with proposals and appeals for Council Tax Valuation List entries.	Knowledge of Council Tax valuation List legislation and case law	✓	
Negotiating and dealing with proposals and appeals for Non-Domestic Rating purposes.	Experience of an Assessor Service or equivalent	✓	
	Knowledge of rating legislation and case law	✓	
	Negotiation skills		✓
Preparation of cases to be heard by the Local Taxation Chamber (First -tier Tribunal for Scotland) and acting as an Expert witness at the Local Taxation Chamber (First -tier tribunal for Scotland) in both Council Tax and Rating appeal cases.	Presentation skills	✓	
	Multi-tasking skills	✓	
Assisting in the preparation of Scottish Assessors Association Practice Notes and Schemes of value	Report writing skills	✓	
Dealing with correspondence and enquiries from taxpayers, or their nominated representative, on rating and council tax matters	Communication skills	✓	
Supporting Technical staff in carrying out work to compile and maintain the Valuation Roll and Council Tax Valuation List.	Experience of working to tight deadlines and responding quickly to changing demands	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

**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.

<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>Skills Framework (if applicable)</li> <li><b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>

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