



## **Assessor & Electoral Registration Officer for Grampian Valuation Joint Board**

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# Grampian Valuation Joint Board and the Assessor & Electoral Registration Officer

## General Information

### Introduction

The Grampian Valuation Joint Board covers the local authority areas of Aberdeen City, Aberdeenshire and Moray Councils. The Board is responsible for the appointment of the Assessor who is required to prepare and maintain the Valuation Roll and Council Tax List. The Assessor's office is organised on a Divisional basis with offices in Aberdeen, Banff and Elgin.

### Location

The Grampian Assessor's headquarters is at Woodhill House, Westburn Road, Aberdeen where staff cover the Aberdeen Division (Aberdeen City Council area) and the Kincardine & Deeside and Gordon Division (Gordon, Formartine, Kincardine & Mearns and Marr management areas of the Aberdeenshire Council area).

Staff at Mitchell Burnett House, Colleonard Road, Banff cover the Banff & Buchan Division (Banff & Buchan and Buchan management areas of Aberdeenshire) and staff at 234 High Street, Elgin cover the Moray Division (Moray Council Area).

### The Board

The Grampian Valuation Joint Board was established as part of the 1996 reorganisation of local government in terms of The Valuation Joint Boards (Scotland) Order 1995 and is vested with the functions of the three Valuation Authorities (Aberdeen City, Aberdeenshire and Moray Councils) in the area of the former Grampian Region. With the agreement of the three councils the Board, through its Electoral Registration Officer, also has responsibility for the Electoral Registration service.

The Board comprises 15 members who are appointed by the three councils with Aberdeen City and Aberdeenshire Councils each nominating 6 members and Moray Council 3 members. The present Board was appointed in May 2017 following upon the May 4 Local Government Elections.

### The Assessor & Electoral Registration Officer

The Grampian Assessor is responsible for non-domestic property valuations for rating, council tax banding valuations for domestic subjects and in his role as Electoral Registration Officer, the compilation of the Electoral Register. The Assessor & ERO is assisted in his statutory duties by two Depute Assessors & EROs and a staff of around 80, based at the locations referred to above.

You can find further information about the Board, the Assessor & ERO and their functions on our website [www.grampian-vjb.gov.uk](http://www.grampian-vjb.gov.uk).



## **Assessor & Electoral Registration Officer for Grampian Valuation Joint Board**

### **INFORMATION FOR APPLICANTS**

#### **Introduction**

The Grampian Valuation Joint Board is a public body that exists to provide the local taxation service to the three councils within the Grampian area (Aberdeen City, Aberdeenshire and Moray). It employs the Assessor and his staff in terms of the Valuation Joint Boards (Scotland) Order 1995.

The Assessor & Electoral Registration Officer aims to provide services of the highest quality for the people of Aberdeen, Aberdeenshire and Moray and believes that the key to achieving this is to have an efficient organisation employing well-trained people.

These notes are intended to outline the main aspects of employment with the Board. They are intended to inform and assist applicants, but you should note that they are guidance notes only: a definitive statement on any particular aspect may be obtained from Personnel Services at Moray Council if required. Moray Council Personnel Services provide support to the Grampian Assessor and the Board and can be contacted at Council Office, High Street, Elgin, IV30 1BX, Telephone 01343 563000.

#### **Completion of the Application Form**

- a) YOUR APPLICATION MUST BE ON THE OFFICIAL APPLICATION FORM ISSUED WITH THESE NOTES. YOU MAY ADD FURTHER SHEETS OF INFORMATION IF REQUIRED BUT PLEASE DO NOT ATTACH A CV.
- b) The application form must be completed in your own handwriting and returned to, 'Grampian Assessor, Woodhill House, Westburn Road, Aberdeen, AB16 5GE'. Please mark your envelope "Application – In Confidence". To ensure that your application is considered, please return it by the closing date as stated in the advertisement. Please read the Job Description and other material carefully. Applicants will be shortlisted in relation to the essential and desirable criteria as stated in the Person Specification.
- c) Applications will be shortlisted solely on the basis of information provided by applicants on their application form, accompanying sheets and references. Members of selection panels are not permitted to make assumptions about you or to take account of any personal knowledge they may have about your qualifications or experience. Therefore, please complete the application form fully, yet concisely.

#### **References**

All candidates are required to provide details of referees who can provide references covering the previous 3 years of employment. One of these must be your present or most recent employer, where relevant. References will only be taken up for candidates shortlisted for interview. It will be assumed that it is in order to approach your referees without further consultation unless indicated on the application form as instructed.

Where a referee is not a current or past employer, please indicate the capacity in which they can give a reference (e.g. friend, school teacher, minister of religion, etc).

## **Education and Qualifications**

If you are applying for a post that has a requirement for specific qualification(s), any offer of appointment will be subject to you providing evidence of such qualification(s) at interview.

## **Canvassing**

Canvassing of Assessor's personnel or members / officers of the Board directly or indirectly in connection with an appointment shall result in the candidate being disqualified. This means that you should not in any way try to influence anybody that may be connected with the shortlisting or interviewing of the post.

## **Declaration**

You are asked to sign a declaration on the application form that the information provided is true and complete to the best of your knowledge and belief. If you are appointed and it is subsequently discovered that you have made a false statement on the application form, the Grampian Assessor reserves the right to terminate your employment.

## **Equal Opportunities in Employment**

All employees and applicants for employment will be given equal opportunity in recruitment, in training and promotion to more senior posts, irrespective of age, race, colour, sex, marital status, political or religious belief or disability. Selection decisions will be based solely on objective criteria related to the requirements of the position. All applicants with a disability who meet the essential criteria for the job vacancy will be offered an interview.

## **Asylum & Immigration Act 1996**

Employers must ensure, under Section 8 of the Asylum & Immigration Act (1996), that any prospective employee is legally entitled to live and work in the UK. Applicants will be required to provide documentary evidence, at the interview stage, in the form of a Passport or National Insurance number (e.g. P45, P60) and full birth certificate. If you do not have a National Insurance number but you are entitled to live and work in the UK, you will be asked to supply documentary evidence to support this. If you have any queries, please contact the person named in the advertisement as the contact for the post for which you are applying.

## **Complaints Procedure**

If you feel your application has been unfairly treated, you can write to the Grampian Assessor, Woodhill House, Westburn Road, Aberdeen, AB16 5GE, explaining the nature of your complaint. A complaint form is available on the website [www.grampian-vjb.gov.uk](http://www.grampian-vjb.gov.uk). Your complaint will be investigated and a reply sent to you.

# **OUTLINE OF GENERAL CONDITIONS OF SERVICE**

## **Salary Grades**

The Board completed a job evaluation exercise affecting all posts below Depute level in October 2006. (Senior posts were evaluated previously.) Revised salary grades have been agreed for all posts and arrangements in relation to career grade schemes for professional and technical posts have also been implemented. Fuller details will be discussed at interview as required.

## **Hours**

Normal full-time hours of work, excluding meal breaks, are 36¼ per week from Monday to Friday inclusive. Starting and finishing times each day are determined by establishments according to local arrangements and the requirements of the service.

All offices operate the Flexible Working Hours Scheme on the joint principle that staff may adjust their time of starting and finishing work within defined limits and also that the service to the public is maintained at all times to the highest standard. Offices in Banff and Elgin close at 4.00pm every Friday.

## **Holiday Entitlements**

The leave year runs from 1 January to 31 December. Annual leave entitlement is 27 days + 7 Public Holidays, rising to 31 days + 7 Public Holidays after completion of 5 years' service; 32 days + 7 after 7 complete years' service and 33 days + 7 after 10 complete years' service. In addition one further day of annual leave is granted for each completed period of 5 years in excess of 10 years. Part time staff are granted leave on a proportional basis.

In the case of an employee having less than one year's service by the end of the leave year or leaving part way through the year, a proportion of holidays will be granted based on completed months' service.

As the Board's offices are closed between Christmas and New Year all staff are required to reserve 2 days of their annual leave entitlement for the two 'working' days after Boxing Day.

## **Relocation**

Permanent Local Government employees who take up a post (on SCP 30 or above) with the Board from outside Grampian and are thereby required to move home may be entitled to relocation and resettlement allowances. Full details are available from the Assessor.

## **Smoking Policy**

The Board has adopted a smoking policy in conjunction with the relevant trade unions which respects the rights of non-smokers to work in a smoke free environment. Smoking is not permitted during working hours (except during refreshment breaks and subject to the provisions of the Smoking, Health & Social Care (Scotland) Act 2006).



# Assessor & Electoral Registration Officer for Grampian Valuation Joint Board

## Employment Application – In Confidence

**Please complete the form fully and concisely**  
(Please refer to the Information for Applicants before completing this form)  
**Please complete by hand using black ink**

### VACANCY DETAILS

Job Reference No:	Post Title:	Location:
Where did you see the vacancy advertised?		

### PERSONAL DETAILS

Surname:	Forenames:	Preferred Title:
Address:	National Insurance Number:	
	Home Telephone Number:	
	Daytime Telephone Number:	
	Mobile Telephone Number:	
Post Code:		
Current Full Driving Licence: Yes <input type="checkbox"/> No <input type="checkbox"/>	Car Owner: Yes <input type="checkbox"/> No <input type="checkbox"/>	Email Address:

Applicants with disabilities are guaranteed a job interview. (See Information for Applicants for further information)

If you have a disability and meet the essential criteria detailed on the Person Specification we will guarantee you an interview and you will be considered for the position solely on merit.

Do you have a disability? Yes  No

If invited for an interview, would you require any special facilities as a result of any disability?

Yes  No  If Yes, please specify

**EDUCATION AND TRAINING – Please start with Higher/Further Education**

School/College/University	Full or Part-time	From	To	Examinations Passed (with dates) Certificates, Diplomas, Degrees gained
Relevant Training Courses		Date Attended	Duration	Provider
Membership of Technical or Professional Associations [showing Grade(s) and relevant date(s):				

**EMPLOYMENT HISTORY – If necessary, please continue on a separate sheet****PRESENT OR MOST RECENT EMPLOYMENT**

Employer's Name and Address:		Date Started:	Date Left: (if relevant)	Present/Former Salary:
		Employer's Business:		
Position Held:	Department:	Reason for Leaving: (if relevant)	Period of Notice Required:	
Principal Duties of Post:				

**PREVIOUS EMPLOYMENT – If necessary, please continue on a separate sheet**

<b>Employer's Name and Address:</b>		<b>Date Started:</b>	<b>Date Left:</b>	<b>Salary on leaving:</b>
		<b>Employer's Business:</b>		
<b>Position Held:</b>	<b>Department:</b>	<b>Reason for Leaving:</b>		
<b>Principal Duties of Post:</b>				
<b>Employer's Name and Address:</b>		<b>Date Started:</b>	<b>Date Left:</b>	<b>Salary on leaving:</b>
		<b>Employer's Business:</b>		
<b>Position Held:</b>	<b>Department:</b>	<b>Reason for Leaving:</b>		
<b>Principal Duties of Post:</b>				
<b>Employer's Name and Address:</b>		<b>Date Started:</b>	<b>Date Left:</b>	<b>Salary on leaving:</b>
		<b>Employer's Business:</b>		
<b>Position Held:</b>	<b>Department:</b>	<b>Reason for Leaving:</b>		
<b>Principal Duties of Post:</b>				
<b>Employer's Name and Address:</b>		<b>Date Started:</b>	<b>Date Left:</b>	<b>Salary on leaving:</b>
		<b>Employer's Business:</b>		
<b>Position Held:</b>	<b>Department:</b>	<b>Reason for Leaving:</b>		
<b>Principal Duties of Post:</b>				
<b>Employer's Name and Address:</b>		<b>Date Started:</b>	<b>Date Left:</b>	<b>Salary on leaving:</b>
		<b>Employer's Business:</b>		
<b>Position Held:</b>	<b>Department:</b>	<b>Reason for Leaving:</b>		
<b>Principal Duties of Post:</b>				



**FURTHER INFORMATION – including why you are applying for this job and how you consider you meet the criteria of the Person Specification**

Continue on a separate sheet if necessary

**REFERENCES – Please name referees who can provide references covering previous 3 years of employment. (Continue on a separate sheet if necessary.)**

References will only be taken up for candidates short listed for interview. However, it will be assumed that it is in order to approach Referees without further consultation unless you clearly state otherwise. (If you do not wish a referee to be approached prior to an offer of employment please tick the relevant box.)

(1) <input type="checkbox"/> Name:	(2) <input type="checkbox"/> Name:
Position:	Position:
Address:	Address:

Name of any Assessor's personnel or member/official of the Valuation Joint Board to whom you are related .....

**CANVASSING:** Canvassing of Assessor's personnel or members / officers of the Board, directly or indirectly, in connection with an appointment shall disqualify the candidate.

In accordance with the requirements of the Data Protection Act 1998, you are advised that the information provided in this form will be used for recruitment, selection and equal opportunities purposes and may subsequently be used for payroll and personnel purposes on the Board's computerised system (administered by the Moray Council) and the Assessor's computerised systems.

I declare that the foregoing statements are true and complete to the best of my knowledge and belief. I agree to the use of personal data for the purposes stipulated above.

Signature of Applicant ..... Date .....

**FOR USE BY GRAMPIAN ASSESSOR & ERO**

Acknowledged .....	<b>CANDIDATE APPOINTED</b>
Interview Date ..... Time .....	Post .....
Interview Letter .....	Grade/Salary .....
References .....	Comm Salary £.....PA
Unsuccessful Letter .....	Next Increment Date .....
	Letter of Appointment .....



**Assessor & Electoral Registration Officer  
for Grampian Valuation Joint Board**

**EQUAL OPPORTUNITIES MONITORING**

**Grampian Valuation Joint Board** wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation.

Please return the completed form in an envelope marked "Strictly confidential" to **Equal Opportunities Monitoring, Grampian Assessor & ERO, Woodhill House, Aberdeen AB16 5GE**

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**Gender** Male  Female  Prefer not to say

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**Are you married or in a civil partnership?** Yes  No  Prefer not to say

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**Age** 16-24  25-29  30-34  35-39  40-44  45-49  50-54   
55-59  60-64  65+  Prefer not to say

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**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

**White**

English  Welsh  Scottish  Northern Irish  Irish   
British  Gypsy or Irish Traveller  Prefer not to say

Any other white background .....

**Mixed / multiple ethnic groups**

White and Black Caribbean  White and Black African  White and Asian   
Prefer not to say  Any other mixed background .....

**Asian / Asian British**

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background .....

**Black / African / Caribbean / Black British**

African  Caribbean  Prefer not to say

Any other Black / African / Caribbean background .....

**Other ethnic group**

Arab  Prefer not to say  Any other ethnic group .....

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**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?

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The information in this form is for monitoring purposes only. If you believe you need a “reasonable adjustment”, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

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**What is your sexual orientation?**

Heterosexual  Gay woman/lesbian  Gay man  Bisexual

Prefer not to say  Other .....

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**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish

Muslim  Sikh  Prefer not to say  Other .....

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