

GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

PERSON SPECIFICATION

Post: Valuer
Reference: 18-02
Section: Aberdeen City
Date Specification Completed: 12/01/2018
Prepared By: GMO

Note: Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

ATTRIBUTES	ESSENTIAL	DESIRABLE
	The minimum acceptable levels for safe and effective job performance.	The attributes of the ideal candidate.
Experience	Demonstrate experience of tasks requiring attention to detail.	Previous experience in property surveying and in particular in an Assessors office.
Education & Qualifications *	MRICS	Membership of RICS Valuation Faculty
Skills/Abilities (general)	Proven ability to work on own initiative and flexibly as part of a team. High standard of numeracy and literacy. Demonstrate organisational skills and ability to prioritise workload. Proven ability to utilise general office IT systems including Microsoft Office	Proven negotiation skills. Experience of technical drawing. Excellent spatial awareness and navigational skills
Skills/Abilities specific to post	Ability to travel efficiently and effectively between various work locations within Grampian to meet the operational requirements of the Service. Due to the rural nature of Grampian this is normally undertaken by use of a car.	

<p>Interpersonal & social skills</p>	<p>Ability to relate effectively to people at all levels.</p> <p>Skilled communicator effective with colleagues, external agencies and the public.</p>	
<p>Working environment physical demands</p>	<p>Ability to access and work effectively within the built environment, including for example construction sites, tenement flats, factories and warehouses.</p> <p>Appreciation, acceptance and commitment to the importance of confidentiality</p>	

*** Candidates will be required to show these documents at interview if invited to attend.**