

# GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

## JOB DESCRIPTION

### (1) JOB IDENTITY

<b>POST TITLE:</b>	Assistant Assessor	<b>LOCATION:</b>	Banff
<b>SECTION:</b>	Banff & Buchan Division		
<b>REPORT TO:</b>	Depute Assessor & ERO		
<b>GRADE:</b>	8	<b>POST REF:</b>	GVJB 18-05

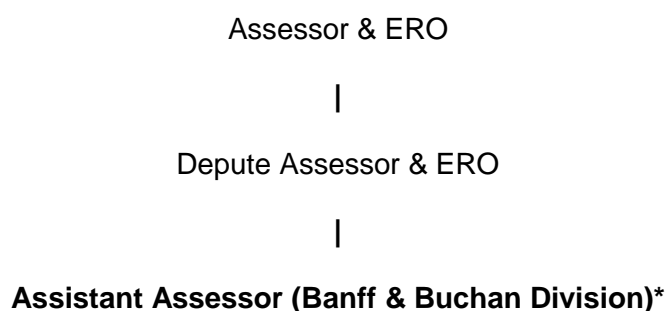
### (2) JOB PURPOSE AND WAY OF WORKING

Under the general direction of the Depute Assessor & ERO, assist the Assessor & ERO in carrying out his statutory duties in relation to Banff & Buchan Division.

### (3) MAJOR TASKS

- 3.1 To assist with the general revaluation of Non-Domestic subjects, as described by statute and dispose of all appeals arising therefrom.
- 3.2 To oversee the preparation, maintenance and publication of the Valuation Roll for the Division during non-revaluation years and timeously dispose of all appeals arising therefrom.
- 3.3 To oversee the preparation, maintenance and publication of the Council Tax Valuation List for the Division and timeously dispose of all appeals arising therefrom.
- 3.4 To assist with the preparation, maintenance and publication of the Register of Electors for the appropriate constituencies.
- 3.5 To ensure Grampian Valuation Joint Board policies are carried out at divisional level.
- 3.6 To ensure the proper day-to-day management of all staff within the Division.
- 3.7 To participate in meetings and plenary sessions of the Scottish Assessors' Association.

### (4) REPORTING RELATIONSHIPS This job is indicated by \*



**(5) DUTIES TYPICALLY INCLUDE:**

- 5.1 To assist with the general revaluation of Non-Domestic subjects, as described by statute and dispose of all appeals arising therefrom.**
- 5.1.1 Ensure that the revaluation of all Non-Domestic subjects (including shops, offices, factories, hotels, public houses and all types of public buildings etc) in the Division is dealt with in terms of the timetable prescribed by statute.
- 5.1.2 Discuss with ratepayers or their professional advisors revaluation proposals and deal timeously with all appeals arising from the revaluation.
- 5.1.3 Assist with the revaluation of specialised subjects throughout Grampian.
- 5.1.4 Liaise with the Valuation Appeal Committee Secretariat to ensure efficient disposal of outstanding appeals.
- 5.1.5 Appear, as required, as an expert witness at meetings of the Valuation Appeal Committee.
- 5.2 To oversee the preparation, maintenance and publication of the Valuation Roll for the Division during non-revaluation years and timeously dispose of all appeals arising therefrom.**
- 5.2.1 Ensure that the valuation of Non-Domestic subjects within the Division is carried out in accordance with statutory requirements.
- 5.2.2 Ensure that the administrative procedures relating to Non-Domestic valuations within the Division are implemented efficiently and timeously.
- 5.2.3 Assist with the valuation of specialised subjects throughout Grampian.
- 5.3 To oversee the preparation, maintenance and publication of the Council Tax Valuation List for the Division and timeously dispose of all appeals arising therefrom.**
- 5.3.1 Ensure the Council Tax List for the Division is maintained in accordance with statutory requirements.
- 5.3.2 Liaise with the levying authority on Council Tax issues.
- 5.4 To assist with the preparation, maintenance and publication of the Register of Electors for the appropriate constituencies.**
- 5.4.1 Liaise with the Principal Admin Officer and Depute ERO in connection with the provision and publication of the Register of Electors.
- 5.5 To ensure Grampian Valuation Joint Board policies are carried out at divisional level**
- 5.5.1 Apply the principles of Best Value to the management of staff and work practices within the Banff & Buchan Division.
- 5.5.2 Carry out and assist in the conduct of Team Briefings at Divisional level.
- 5.5.3 Attend and participate in meetings of the Management Team as required by the Assessor.

**(5) DUTIES TYPICALLY INCLUDE:**

**5.6 To ensure the proper day-to-day management of all staff within the Divisional Office.**

5.6.1 In consultation with the Depute Assessor & ERO, ensure proper day-to-day management of staff within the Division.

5.6.2 Monitor the training requirements of staff within the Division and liaise as necessary with training providers and the Management Team.

**5.7 To participate in meetings and plenary sessions of the Scottish Assessors' Association.**

5.7.1 Attend meetings of the Scottish Assessors' Association and represent the Assessor on Standing Committees and Working Groups as required.

5.7.2 Discuss with other Association colleagues in Scotland, the preparation and application of national schemes of valuation for subjects covered by Association Committees.

**The above is intended to provide a clear but concise statement of the MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties.**