

GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

PERSON SPECIFICATION

Post: Assistant Assessor (Banff & Buchan Division)
Organisation: Assessor & Electoral Registration Officer
Date Specification Completed: 21 May 2018
Prepared By: G M Oag

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

ATTRIBUTES	ESSENTIAL The minimum acceptable levels for safe and effective job performance.	DESIRABLE The attributes of the ideal candidate.
Experience	Extensive experience in Valuation for Rating and Council Tax.	Minimum 7 years post qualification experience.
Education & Qualifications	Chartered Surveyor (M/FRICS).	Evidence of post qualification studies/CPD.
Skills/Abilities (general)	Proven experience as a team leader. Understanding of Best Value and focused on performance and delivery. High standards of numeracy and literacy. 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.	Experience of Valuation Appeal Committee preparation and procedures. Knowledge of Lands Tribunal and Lands Valuation Appeal Court procedures. Full driving license.
Inter-personal & social skills	Proven communication skills with members of the public, the professions and staff at all levels.	