

## GRAMPIAN VALUATION JOINT BOARD

### PERSON SPECIFICATION

**Post:** Graduate Trainee Valuer

**Reference:**

**Section:**

**Date specification completed:** 1 July 2019

**Prepared by:** GMO

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

| <b>ATTRIBUTES</b>                        | <b>ESSENTIAL</b><br><br><b>The minimum acceptable levels for safe and effective job performance.</b>  | <b>DESIRABLE</b><br><br><b>The attributes of the ideal candidate.</b>   |
|--|---|---|
| <b>Experience</b>                        | RICS Accredited Degree  | Enrolled as an APC Candidate.   |
| <b>Education &amp; Qualifications *</b>  | Degree level  |   |
| <b>Skills/Abilities (general)</b>        | Ability to work on own initiative and flexibly as part of a team receiving instructions from senior staff.<br><br>High standard of numeracy and literacy.<br><br>Good organisational skills and ability to prioritise own work.   | Experience of technical drawing.<br><br>Ability to utilise general office IT systems including Microsoft Office and GIS |
| <b>Skills/Abilities specific to post</b> | 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.<br><br>Capability to concentrate and produce high standard of work whilst dealing with numerous distractions in a busy environment |   |
| <b>Interpersonal &amp; social skills</b> | Ability to relate effectively to people at all levels.  |   |

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|---|---|--|
|   | Good communicator effective with colleagues, external agencies and the public.  |  |
| <b>Working environment physical demands</b> | <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> |  |