

GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

JOB DESCRIPTION

(1) JOB IDENTITY

POST TITLE: Principal Valuer

REPORT TO: Assistant Assessor

GRADE: 7

POST REF:

(2) JOB PURPOSE AND WAY OF WORKING

To supervise a team of professional and technical staff and to generally assist the Depute and Assistant Assessors in relation to day-to-day management of the team.

(3) MAJOR TASKS

3.1 Management of staff.

3.2 The survey, valuation and banding of domestic properties for Council Tax purposes.

3.3 The survey and valuation of non-domestic properties for Rating purposes.

(4) REPORTING RELATIONSHIPS This job is indicated by *

Assessor & ERO

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Depute Assessor & ERO

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Assistant Assessor

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Principal Valuer *

(5) DUTIES TYPICALLY INCLUDE:

5.1 Management of Staff in the relevant section

- 5.1.1 Supervise the professional and technical staff so that statutory timetables and performance targets are maintained.
- 5.1.2 Monitor output and allocate resources and tasks as appropriate.
- 5.1.3 Provide training and advise staff to ensure that work is carried out to a professional standard against a background of continual improvement.
- 5.1.4 Provide detailed advice to staff in relation to valuation statute and case law.

5.2 The survey, valuation and banding of domestic properties for Council Tax purposes.

- 5.2.1 Monitor the survey of new and altered properties.
- 5.2.2 Prepare and authorise banding reports, advise staff on the preparation of banding reports and banding recommendations.
- 5.2.3 Deal with enquiries and correspondence regarding council tax bandings.
- 5.2.4 Discuss valuation bandings with Council Tax payers or their professional agents.
- 5.2.5 Prepare appeal cases for hearing before the Valuation Appeal Committee and present evidence as an expert witness.

5.3 The survey and valuation of non-domestic properties for Rating purposes.

- 5.3.1 Manage the survey and valuation of new and altered properties.
- 5.3.2 Prepare valuations based on approved schemes of valuation. Carry out research and provide valuation advice for more complex subjects. Ensure cost, sales, rental and turnover information is obtained and processed correctly.
- 5.3.3 Authorise updates to the Valuation Roll.
- 5.3.4 Deal with enquiries and correspondence regarding valuation roll entries.
- 5.3.5 Conduct the discussion and negotiation of valuations with non-domestic ratepayers and their professional agents.
- 5.3.6 Prepare appeal cases for hearing before the Valuation Appeal Committee or Lands Tribunal and present evidence as an expert witness.
- 5.3.7 Assist the Assistant Assessor and Depute with survey and valuation of more complex properties and plant and machinery.
- 5.3.8 Assist the Assistant Assessor and Depute in developing and updating data systems and handling technical information.

(5) DUTIES TYPICALLY INCLUDE:

5.4 Development of Professional Skills

- 5.4.1 Maintain CPD records to satisfy the requirements of the RICS and ensure continuing professional development.

5.5 Training of staff

- 5.5.1 Train and supervise the training of valuers and technicians. Fulfil the role of APC Supervisor for any trainee valuers within the section.

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 the detailed duties, which the post holder will be expected to undertake. The range of duties and responsibilities may alter in the course of time in light of legislative amendments affecting the Department's statutory functions.