

## GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

### PERSON SPECIFICATION

**Post:** Principal Valuer

**Reference:**

**Section:**

**Date Specification Completed:** 23/05/2022

**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>	<b>DESIRABLE</b>
	<b>The minimum acceptable levels for safe and effective job performance.</b>	<b>The attributes of the ideal candidate.</b>
<b>Experience</b>	Extensive experience in the valuation of property.	Experience in Valuation for Non-domestic Rating/Council Tax  Experience of managing and training staff.
<b>Education &amp; Qualifications *</b>	FRICS/MRICS	Membership of RICS Valuation Faculty
<b>Skills/Abilities (general)</b>	Proven negotiation skills.  High standard of numeracy and literacy.  Ability to lead and work flexibly in a team-working environment.  Good organisational skills and ability to prioritise work	Experience of RICS APC procedures.  Ability to utilise general office IT systems including Microsoft Office and GIS
<b>Skills/Abilities specific to post</b>	Detailed knowledge of property valuation methodology and practice.  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.

<p><b>Interpersonal &amp; social skills</b></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><b>Working environment and physical demands</b></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.**