

## **GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER**

### **PERSON SPECIFICATION**

**Post:** Assistant Assessor

**Reference:**

**Section:**

**Date Specification Completed:** 30/08/2023

**Prepared By:** G M Oag

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

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>  <b>The minimum acceptable levels for safe and effective job performance.</b>	<b>DESIRABLE</b>  <b>The attributes of the ideal candidate.</b>
<b>Experience</b>	Extensive post qualification experience in Valuation for Rating	Experience of a full non-domestic revaluation cycle. Experience of Council Tax.
<b>Education &amp; Qualifications*</b>	Chartered Surveyor (M/FRICS).	Evidence of post qualification studies/CPD.
<b>Skills/Abilities (general)</b>	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/First-tier Tribunal preparation and procedures.  Knowledge of Lands/Upper Tribunal and Lands Valuation Appeal Court procedures.

<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>	
<p><b>Inter-personal &amp; social skills</b></p>	<p>Proven communication skills with members of the public, the professions and staff at all levels.</p>	

**\*Candidates will be required to show these documents at interview if invited to attend.**