

GRAMPIAN VALUATION JOINT BOARD

PERSON SPECIFICATION

Post: Principal Administration Officer
Department: Assessor & Electoral Registration Officer
Date Specification Completed: Mark Adam
Prepared By: January 2026

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.
(1) Experience	Practical experience of Electoral Registration matters. Extensive experience at a senior level in an administrative role.	Previous working experience within Local Government. Practical experience of Valuation for Rating and Council Tax administration.
(2) Education & Qualifications	Education to Degree (or equivalent) standard or proven ability and experience in a similar post.	Qualifications or extensive experience in public or local authority administration. Formal qualification in electoral administration
(3) Skills/Abilities (general)	Initiative in undertaking day-to-day duties. An ability to work flexibly as part of a team and to supervise and motivate team members. High standards of numeracy and literacy.	An understanding of financial administration.
(4) Inter-personal & social skills	Proven communication skills with members of the public, the professions and staff at all levels.	
(5) Health & physical attributes	General good health.	