

Job Description

Job Title Trainee Valuer

Level 5 – 7

Service Ayrshire Valuation Joint Board

Job Purpose To carry out the survey and valuation of non-domestic properties for the purposes of the Lands Valuation Acts and domestic properties for the purposes of the Local Government Finance Act 1992.

Date 8 December 2021

Service Specific Responsibilities

* To manage a portfolio of survey/valuation work within statutory timetables or other performance targets set by Management.
* To survey all classes of subjects that require to be entered in the Valuation Roll or the Council Tax List.
* To value all classes of subjects that require to be entered in the Valuation Roll or the Council Tax List.
* To negotiate appeals & proposals for standard comparative and contractors non domestic subjects and domestic subjects with individuals or agents.
* To assist with the preparation of appeal cases to be presented before the Valuation Appeal Committee.
* To assist with the analysis associated with comparative and contractors valuations.
* To assist with the development of schemes of valuation.
* To use computer systems and software applications for management, organisation and presentation of workload.
* Carry out other such appropriate duties and responsibilities as required.
* Work towards gaining your degree or other relevant qualification within an acceptable/agreed time scale.

Possession of:

* Excellent verbal and written communication skills
* Minimum 3 Highers including Maths and English or equivalent qualification and or relevant experience

Substantiated ability to:

* Adapt to a changing environment
* Represent the Assessor & Electoral Registration Officer externally
* Work with minimal supervision
* Deal with internal/external stakeholders in a professional confident manner
* Manage own workload
* Work individually and as part of a team
* Have a flexible attitude and approach
* Work under pressure to meet strict deadlines

Demonstrable experience of:

* Team Working
* Managing own workloads and meeting statutory and or other deadlines

Proven technical understanding of:

* On-line computer systems
* PC application skills
* Knowledge of general IT systems including Microsoft Office.