

# RENFREWSHIRE VALUATION JOINT BOARD

## JOB OUTLINE

<b>POST TITLE:</b>	Senior Valuer	<b>POST REF:</b>	RVJB/2023/004
<b>GRADE:</b>	GR10	<b>SECTION:</b>	Valuation
<b>REPORTING TO:</b>	Principal Valuer		
<b>LOCATION:</b>	The Robertson Centre, 16 Glasgow Road, Paisley PA1 3QF		

### **PRINCIPAL ROLE:**

**To survey and value all lands and heritages in a designated area of responsibility for the purposes of the Lands Valuation Acts and the Local Government Finance Act 1992 and to deal with any resulting appeals.**

### **Key tasks for which the post holder will be responsible:**

- Manage, with appropriate supervision, a portfolio of survey work within the statutory timetables or other performance targets set by management.
- Carry out the survey and valuation of all classes of subject using the appropriate method of valuation and in accordance with guidelines provided by management.
- Maintain all property files to an appropriate standard by writing survey reports, drawing plans, and calculating areas.
- Approval of council tax bands.
- Discuss all rating and Council Tax appeals to conclusion with taxpayer or their agent.
- Prepare evidence for formal appeal hearings and give evidence as an expert witness, provide professional opinion at First and Second Tier Tribunals.
- Maintain ongoing analysis of rentals, sales, and costs.
- Supervise trainee valuers/technicians and technical support staff when appropriate in the performance of their duties.
- Carry out special projects when necessary.
- To undertake complex projects.
- To prepare and present cases of a more significant nature for a formal appeal hearing.

- To represent the assessor and Valuation Joint Board on external working groups including the Scottish Assessors Association.
- To tailor national Valuation Practice Notes for local use.
- To produce local Valuation Practice Notes for general use.

To adhere to the Board's commitment to health and safety, supporting attendance, equal opportunities, and compliance with all relevant policies.

This Job Outline is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive, and the job holder will be required to undertake other duties and responsibilities commensurate with the grade.