

RENFREWSHIRE VALUATION JOINT BOARD

PERSON SPECIFICATION

POST: VALUER
LOCATION: PAISLEY
POST REF: RVJB/2023/004

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION	<p>Degree in appropriate discipline or equivalent.</p> <p>Full membership of R.I.C.S.</p>	<p>General understanding of other branches of property law and other types of property valuation</p>	<p>Evidence of Qualifications</p>
RELEVANT EXPERIENCE	<p>Experience of valuation of property.</p> <p>Experience in measurement and preparation of plans.</p> <p>Experience of using a range of software packages for word processing, spreadsheets, and databases.</p> <p>The ability to meet customer needs through excellent customer service.</p>	<p>Experience in an Assessor's Service or similar.</p> <p>Experience of assisting in the preparation of evidence for external hearings.</p> <p>Experience in preparing and presenting evidence in rating and/or council tax appeal cases.</p>	<p>Application Form/Interview/References</p>
SPECIAL KNOWLEDGE & SKILLS	<p>Well-developed analytical, valuation and negotiation skills.</p> <p>Understanding of the law and practice of valuation.</p> <p>Effective written and oral communication skills, including report writing and presentation skills.</p> <p>Well-developed literacy and numeracy skills.</p> <p>Good record keeping skills.</p> <p>Understanding of Best Value.</p>	<p>Knowledge of the requirements of the Freedom of Information (Scotland) Act & Data Protection Act.</p> <p>Knowledge of computer systems in an Assessor's environment.</p>	<p>Application Form/Interview/References</p>

	<p>Well-developed Time Management and organisational skills.</p> <p>Possession of a full driving license.</p>		
PERSONAL QUALITIES/ ATTRIBUTES	<p>A committed, positive, professional, and responsible attitude.</p> <p>Self-motivated</p> <p>The ability to work under pressure while ensuring strict deadlines are achieved.</p> <p>Ability to work as part of a team or individually.</p>	<p>Ability to provide advice and guidance to trainees.</p>	<p>Application Form/Interview/References</p>
OTHER	<p>Car Owner – ability to use your own car for business use.</p>		<p>Evidence of Insurance/Driving License.</p>