

# RENFREWSHIRE VALUATION JOINT BOARD

## JOB OUTLINE

<b>POST TITLE:</b>	Trainee Valuer	<b>POST ID:</b>	RVJB/2023/003
<b>GRADE:</b>	GR3 – GR9	<b>SECTION:</b>	Valuation
<b>REPORTING TO:</b>	Principal Valuer		
<b>LOCATION:</b>	The Robertson Centre, 16 Glasgow Road, Paisley PA1 3QF		
<b>PRINCIPAL ROLE:</b>	<b>To assist in the survey and valuation of all lands and heritages in a designated geographical area for the purposes of the Lands Valuation Acts and the Local Government Finance Act 1992.</b>		

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

- Work towards achieving a degree in a relevant discipline or equivalent relevant qualification.
- On completion of degree or equivalent, achieve the Member Royal Institution of Chartered Surveyors qualification within a reasonable period which would not normally exceed the RICS deadline of six years from enrolling as a trainee valuer candidate.
- Assist qualified or other suitably experienced member of the Valuation Team in managing a portfolio of survey work under appropriate supervision.
- Assist qualified or other suitably experienced member of the Valuation Team in carrying out the valuation of all the main categories of subject using the appropriate method of valuation in accordance with guidelines provided by management with appropriate supervision.
- Assist in maintaining all property files to an appropriate standard by writing survey reports, drawing plans, and calculating areas under appropriate supervision.
- Assist qualified or other suitably experienced member of the Valuation Team in discussing Council Tax appeals.
- Assist qualified member of the Valuation Team with the disposal of non-domestic appeals.
- Assist qualified or other suitably experienced member of the Valuation Team in preparing evidence for formal appeal hearings.
- Assist with analysis of rentals, sales and costs.

Initially the post holder will be heavily supervised. As the post holder gains more experience they will be expected to survey and value houses and basic non-domestic subjects on their own, with limited supervision. In line with RVJB procedure, all work will be checked and authorised by Chartered Surveyors.

In order to progress through the above grades, certain achievements and tasks are required to be met.

GR6 – The key tasks already detailed as well as the tasks listed above and a degree in a relevant discipline or equivalent relevant qualification must be achieved. Managing allocated Council Tax proposals/appeals, including those cited for hearing, to completion. This will involve ensuring all statutory duties and deadlines are met. Post holder may present factual evidence at formal appeal hearings.

GR7 – The key tasks already detailed and the tasks listed above as well as responsibility for the disposal of both council tax and non-domestic rating appeals. Post holder will present routine Council Tax proposal/appeals at formal appeal hearings as a witness. This may include presenting opinion evidence as well as factual information. Will also assist in the analysis of rents and costs for non-domestic purposes.

GR9 – The key tasks already detailed as well as achieved the Assessment of Professional Competence in order to become a Member of the Royal Institution of Chartered Surveyors. Analysis of rents, sales and other data for valuation purposes. Responsible for disposing of all types of appeals and act as expert witness at all types of formal hearings.

To adhere to the Board's commitment to health and safety, maximising attendance, equalities and compliance with all relevant policies.

This description 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.