

RENFREWSHIRE VALUATION JOINT BOARD

PERSON SPECIFICATION

POST: VALUER

LOCATION: PAISLEY

POST REF: RVJB/2022/002

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

	<p>Well-developed Time Management and organisational skills.</p> <p>Possession of a full driving licence.</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>	Ability to provide advice and guidance to trainees.	Application Form/Interview/References
OTHER	Car Owner – ability to use your own car for business use.		Evidence of Insurance/Driving Licence