

RENFREWSHIRE VALUATION JOINT BOARD

PERSON SPECIFICATION

POST: TRAINEE VALUER

LOCATION: THE ROBERTSON CENTRE, 16 GLAGOW ROAD, PAISLEY

POST REF: RVJB/2023/003

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION	Relevant qualifications for enrolment on to the BSc Construction and the Built Environment Degree Course or equivalent	Degree in related discipline	Application Form
RELEVANT EXPERIENCE		Experience of Valuation of property	Application Form
SPECIAL KNOWLEDGE & SKILLS	<p>A high standard of report writing and presentation skills</p> <p>Well developed literacy and numeracy skills</p> <p>Computer literacy and ability to utilise general office IT systems.</p> <p>Good communication skills both written and verbal in English</p> <p>Good time management skills</p> <p>Good record keeping skills</p> <p>Analytical and problem solving skills</p> <p>Ability to interpret and analyse data</p> <p>Provision of a full driving licence</p>	<p>Knowledge of the requirements of the Freedom of Information (Scotland) Act & Data Protection Legislation</p> <p>Knowledge of computer systems in the RVJB environment</p>	Interview

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
PERSONAL QUALITIES/ ATTRIBUTES	<p>A committed, positive, professional and responsible attitude.</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>		Interview
OTHER	Car owner and be available for use for business purposes		