

RENFREWSHIRE VALUATION JOINT BOARD

JOB OUTLINE

POST TITLE	Senior Surveyor	POST ID	
	GR11	LOCATION	Valuation
REPORTING TO	Divisional Assessor		

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. To supervise other professional and technical staff in completion of their duties and to provide support and assistance for the Divisional Assessor in completing the workload of a valuation team. Additionally to represent the Assessor at Council tax hearings before the Valuation Appeal Committee.

Key tasks for which the postholder will be responsible.

1. To manage the disposal of Council Tax appeals
2. To present Council Tax cases before the Valuation Appeal Committee leading staff as expert witnesses and summing up the relevant law and valuation issues.
3. To manage a portfolio of survey work for area of responsibility within the statutory timetables or other performance targets set by management.
4. To 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.
5. To maintain all property files to an appropriate standard by writing survey reports, drawing plans and calculating areas.
6. To discuss all non domestic rating appeals to conclusion with taxpayer or their agent.
7. To prepare evidence for Valuation Appeal Committee hearings and give evidence as an expert witness.
8. To maintain ongoing analysis of rentals, sales and costs for area of responsibility.
9. To supervise valuers, trainee valuers, technicians and technical assistants when appropriate in the performance of their duties.
10. To carry out the role of an RICS Counsellor.

11. To carry out special projects when necessary.
12. To undertake complex projects or work leading a project team where appropriate.
13. To prepare and present cases of a more significant nature for hearing by the Valuation Appeal Committee.
14. To prepare and present cases for hearings by the Lands Tribunal for Scotland.
15. To represent the assessor and Valuation Joint Board on external working groups including the Scottish Assessors Association.
16. To tailor national Valuation Practice Notes for local use.
17. To produce local Valuation Practice Notes for general use.
18. To support and assist the Divisional Assessor in organising and managing a valuation team substituting for the DA when appropriate.