

## RENFREWSHIRE VALUATION JOINT BOARD

### JOB OUTLINE

<b>POST TITLE</b>	Principal Valuer	<b>POST ID</b>	
	GR12	<b>LOCATION</b>	Valuation
<b>REPORTING TO</b>	Divisional Assessor		

#### PRINCIPAL ROLE:

To support the effective delivery of RVJB services by co-ordinating, supporting and as required deputising for the Divisional Assessor in the leadership, management, and direction of a valuation section and to lead a team of professional, technical and, where appropriate, administrative and clerical staff in compiling and maintaining the Valuation Roll and Valuation List for a designated area of responsibility. Additionally, to represent the Assessor at formal hearings to dispose of Council Tax appeals.

#### Key tasks for which the postholder will be responsible:

1. To contribute to the development, implementation and review of the Joint Board's strategic policy and objectives.
2. To co-ordinate the effective deployment of resources, motivating and developing staff to maintain quality standards and cost effectiveness and to ensure the Joint Board's policies and procedures are fully understood and implemented.
3. To use personal initiative to deal with day to day scenarios including operational matters, working in a largely unsupervised role only reverting to Management when required.
4. To participate in recruitment and selection process where required. To manage staff in line with the Board's Supporting Attendance Policy.
5. Assist in developing relevant performance indicators for Valuation Roll and Council Tax in line with the Board's Best Value Regime.
6. Co-ordinate and direct professional, technical and administrative staff to prepare and maintain the Valuation Roll and Council Tax List in accordance with statutory timetable and performance targets and ensuring all alterations proposed are appropriate in terms of current law and valuation practice. This includes authorising valuations for non-domestic properties and bands for dwellings.
7. Ensure ongoing analysis of rentals, sales and costs are carried out by the relevant staff timeously.

8. To allocate and monitor the workload of a valuation section ensuring the timeous completion of all allocated work in line with statutory timetables and internal performance targets.
9. To prepare reports and provide guidance and advice to staff, on matters relating to the law and practice of Valuation for Rating and Council Tax. Prepare reports including Practice Notes for external bodies such as the Scottish Assessors' Association including, where appropriate, liaison with valuation authorities in other jurisdictions such as the Valuation Office Agency in England and Wales and Land and Property Services Northern Ireland
10. Contribute to the strategic planning in preparation for non-domestic revaluations and implementing Non-Domestic Rates Reform.
11. Organise, manage and chair internal working groups and input into SAA Working Groups and Committees as required.
12. To manage rating appeals and proposals, prepare appeal cases, give evidence as an expert witness, provide professional opinion at First and Second Tier Tribunals.
13. To present Council Tax cases before a formal appeal hearing leading staff as expert witnesses and summoning up the relevant law and valuation issues.
14. To liaise with the First Tier Tribunal for Scotland – Local Taxation Chamber regarding disposal of Council Tax Appeals.
15. To provide the relevant training and development to staff within the team, particularly in relation to RICS/APC requirements e.g., carrying out the role of RICS Counsellor.
16. To carry out such additional managerial duties within the section as may be required by the Divisional Assessor, Assistant Assessor or Assessor.
17. Adhere to RVJB's commitment to Health and Safety, Supporting Attendance, Equal Opportunities and compliance with all other relevant policies.