

RENFREWSHIRE VALUATION JOINT BOARD

JOB OUTLINE

POST TITLE:	Valuer	POST REF:	RVJB/003
GRADE:	GRJ £33,397 - £38,215	SECTION:	Valuation
REPORTING TO:	Principal Surveyor		

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.

Key tasks for which the post holder will be responsible:

- Manage, with appropriate supervision, a portfolio of survey work within the statutory timetables or other performance targets set by management.
- 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.
- Maintain all property files to an appropriate standard by writing survey reports, drawing plans and calculating areas.
- Discuss all rating and Council Tax appeals to conclusion with taxpayer or their agent.
- Prepare evidence for Valuation Appeal Committee hearings and give evidence as an expert witness.
- Maintain ongoing analysis of rentals, sales and costs.
- Supervise trainee valuers/technicians and technical support staff when appropriate in the performance of their duties.
- Carry out special projects when necessary.

To adhere to the Board's commitment to health and safety, supporting attendance, equal opportunities and compliance with all relevant policies.

This Job Outline 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.