

# Valuations Specialist

<b>Reports to</b>	Coordinator Revenue Services	<b>Direct Reports</b>	Property Officer
<b>Classification</b>	Band 7		
<b>Position number</b>	331102		

## What will you do?

### Service Delivery

- Coordinate the daily activities of the Valuations function.
- Coordinate valuations of property for statutory and corporate purposes within the municipality and to assist in the completion of other valuations and related property duties.
- Liaise with the Valuer General Victoria to ensure that all stages of the annual general valuation are completed in a satisfactory and timely manner.
- Complete supplementary valuations in collaboration with the Valuer General appointed valuer as and when required.
- Oversee the maintenance of Council's property and valuation database, in particular property assessment creations and street numbering.

### Systems and processes

- Assist in the accurate maintenance of Council's property database.
- Maintain Valuations team inbox and oversee Valuation CRM requests.
- Maintain and develop written work area policies and procedures.

### People

- Oversee the work of the Property Officer by setting work priorities and targets, monitoring performance, mentoring, coaching, developing, and providing ongoing feedback on performance.
- Positively contribute to the Financial Services Unit and Council programs.
- Provide ongoing general valuations services and advice to management, employees and key external stakeholders including rate payers.

## Who are you?

- Substantial practical valuations experience within local government.
- Demonstrated experience in effectively leading others.
- Sound judgement skills and the ability to handle enquiries and solve problems in an effective and efficient manner.
- Demonstrated capability to plan, prioritise and organise work in an environment of conflicting demands.
- Ability to gain the cooperation of, and communicate effectively, both verbally and in written form, with a broad range of stakeholders.
- Highly ethical and professional approach.

## What do we expect?

- Model and lead our values.
- Be dedicated to delivering a consistent, connected and customer focused service.
- Be committed to maintaining a safe and healthy workplace.
- Act consistently with our Employee Code of Conduct.
- Be flexible and responsive and prepared to step up in times of need.

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## What are the Key Responsibilities?

<b>Service delivery</b>	<ul style="list-style-type: none"><li>• Liaise with the Valuer General Victoria to ensure that all stages of the annual general valuation are completed in a satisfactory and timely manner.</li><li>• Complete supplementary valuations in collaboration with the Valuer General appointed valuer as and when required.</li><li>• Undertake market and legislative research, including planning and title issues, and liaise with external valuers where required to determine valuations for Open Space contributions, in accordance with the relevant legislation, e.g. the Valuation of Land Act 1960.</li><li>• Conduct research (market and legislative) and liaise with external valuers where required to determine valuations of Council owned properties for asset accounting and insurance purposes.</li><li>• Assist internal stakeholders with general valuation and property advice for Council owned or leased property.</li></ul>
<b>Systems and process</b>	<ul style="list-style-type: none"><li>• Review existing valuations systems and practices and make enhancements to improve efficiency and effectiveness of the valuations function.</li><li>• Maintain written work area procedures.</li></ul>
<b>People</b>	<ul style="list-style-type: none"><li>• Oversee the work of the Property Officer by setting work priorities and targets, monitoring performance, mentoring, coaching, developing, and providing ongoing feedback on performance.</li><li>• Positively contribute to the Financial Services Unit and Council programs.</li><li>• Provide ongoing general valuations services and advice to management, employees and key external stakeholders including rate payers.</li></ul>

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## What are the key requirements?

<b>Accountability and extent of authority</b>	<ul style="list-style-type: none"> <li>Responsible for coordinating the completion of property valuations for statutory purposes and other property related duties as directed, under the approval and supervision of the Coordinator Revenue Services.</li> <li>Responsible for liaison with the Valuer General Victoria on valuation matters.</li> <li>Specialist advice as required by regulations, and valuation related policies.</li> </ul>
<b>Judgement and decision making</b>	<ul style="list-style-type: none"> <li>The officer is required to use initiative and arrive at decisions within broad parameters.</li> <li>A sound understanding of all Statutory requirements involved in decision making.</li> <li>Ability to identify and assess the financial impact of salient property information when making recommendations.</li> <li>Capacity to assess the veracity of positions put to Council in regards to valuation and valuation objections.</li> </ul>
<b>Specialist knowledge and skills</b>	<ul style="list-style-type: none"> <li>Possess a comprehensive understanding of property and general valuation principles sufficient to determine valuations.</li> <li>Demonstrated experience in the application of Acts and Regulations related to property valuations, land and building permit matters, and land title issues.</li> </ul>
<b>Management skills</b>	<ul style="list-style-type: none"> <li>Proven ability to work effectively with limited supervision and manage conflicting priorities.</li> <li>Proven ability to liaise and work effectively with management and all levels within the organisation.</li> <li>The ability to effectively supervise, motivate and guide employees.</li> <li>Committed to Council's core values, principles, and service culture.</li> </ul>
<b>Interpersonal skills</b>	<ul style="list-style-type: none"> <li>Well-developed communication and interpersonal skills operating at all levels within the organisation.</li> <li>Enthusiasm, initiative and a high level of negotiation and influencing skills.</li> <li>Ability to work within a team environment as well as with some autonomy.</li> <li>Ability to liaise with counterparts in other Councils or relevant authorities, to discuss and resolve problems.</li> </ul>
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>Completed tertiary study with a relevant degree or diploma qualification.</li> <li>Supervisory experience in managing and co-ordinating employees.</li> <li>Substantial practical valuations experience within local government is highly desirable.</li> <li>Prior experience utilising relevant valuations system software is also highly desirable.</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>Satisfactory Police Check.</li> </ul>