

## Job Description and Person Specification

<b>Job title:</b>	Property Taxation Inspector
<b>Directorate:</b>	Resources
<b>Service:</b>	Finance & Property
<b>Team:</b>	Revenues
<b>Post number:</b>	00215
<b>Salary grade:</b>	E
<b>Work location:</b>	Market Street
<b>Reports to:</b>	Property Taxation Team Leader
<b>Supervises:</b>	

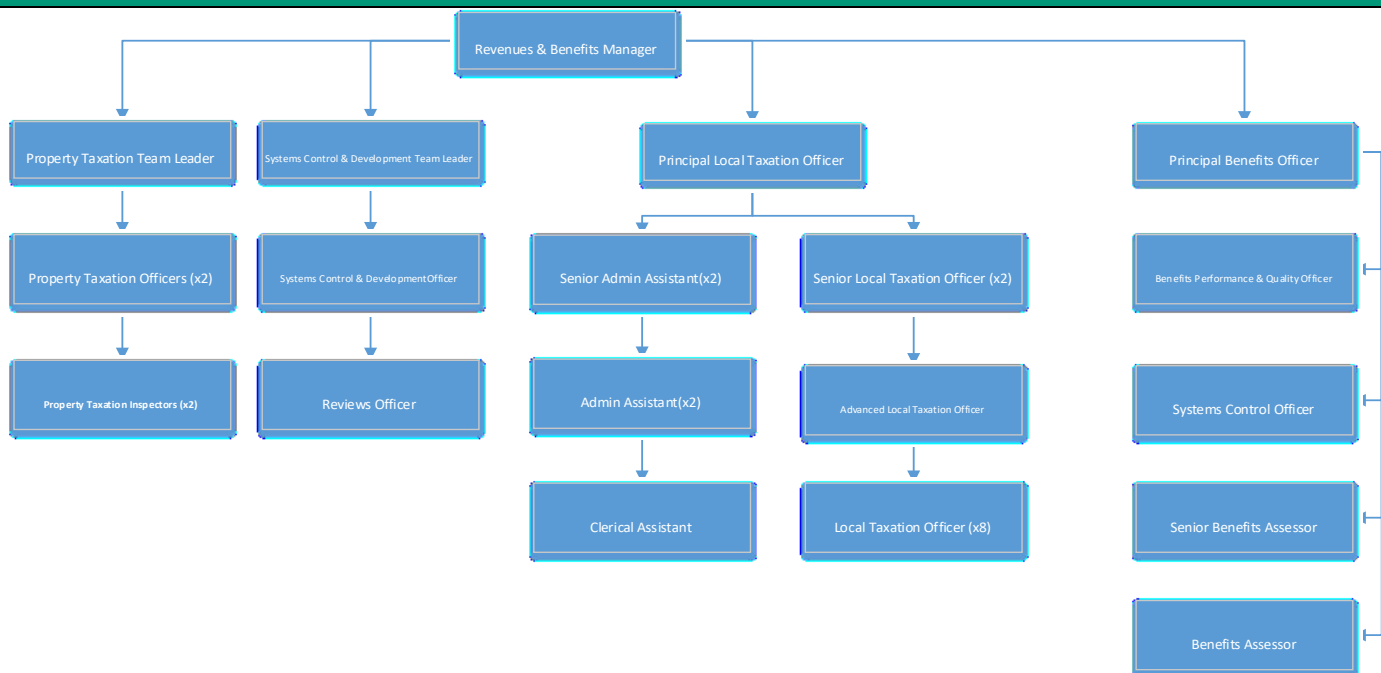
### Job Purpose

To ensure that Council Tax and Business Rate property base is correct by making site inspections and the appropriate enquiries.

Proactively identify properties to be valued for Council Tax and Business Rates in order to maximise income

To ensure that those applying for property reliefs and exemptions are eligible.

### Structure Chart



## Main Duties and Responsibilities

The following is a list of the key activities but should not be seen as exhaustive.

1. Accurately maintain the Tax Base spreadsheets for Council Tax and Business Rates to assist with budget forecasting and tax base setting.
2. To inspect and monitor all new build properties, both Council Tax and Business Rates, for the purpose of including for rating in a timely manner.
3. Collect information and photographic evidence to enable completion notices to be issued accurately, for inclusion on the relevant lists.
4. To decide the completion dates of new properties and complete an inspection report.
5. To inspect and monitor all empty properties, both Council Tax and Business Rates, to ensure that the properties have not been occupied without our knowledge, by regular parish inspections.
6. To obtain details from owners and occupiers the dates of occupation, or leave an enquiry form where this information is not readily available.
7. To ensure that new properties, both Council Tax and Business Rates, as recorded in respective systems, are monitored and inspected.
8. To monitor and inspect all properties where the owners have been granted planning permission to alter and improve their properties and ensure that a report is issued to the Valuation Office Agency, where necessary.
9. In regards to Disabled Persons Relief applications, arrange with taxpayer to visit the property to establish that the criteria is met whilst demonstrating a high level of customer care.
10. Hand delivery of Council Tax and Business Rates demands, and any other necessary post, to properties where post has been returned as undeliverable.
11. To inspect Business Rates properties where applications have been received for S44a certificates to be issued, where the property in question is partly occupied and partly empty.
12. To liaise with all internal departments and outside agencies in pursuance of the duties of a property Inspector as required.
13. To continuously prioritise and organise work load to ensure deadlines are met and corporate time scales are adhered to.
14. Follow procedures and keep up to date with changes in legislation and council policy.
15. To ensure that all duties are carried out in accordance with Health and Safety policies and procedures.
16. To undertake such training as is necessary to carry out the full range of duties and responsibilities attached to the post.
17. To operate within Council Policy, and in accordance with the General Data Protection Regulation 2018, Human Rights Act 1998 and Freedom of Information Act 2000.
18. To undertake other duties appropriate to the grade as may be reasonably required by senior management.

### Scope (impact on/control of resources, people, money etc)

The role is pivotal in aiding to maximise income from Council Tax and Business Rates and significantly impacts on the Council's Budget.

A Property Taxation Inspector mainly works alone and travels across the West Berkshire Council area. The role therefore requires significant interaction with tax payers, rate payers and property developers.

### Person Specification

Qualifications	Essential/ Desirable
<ul style="list-style-type: none"> <li>5 GCSE's including Maths and English or equivalent at Grade C / 4 or above</li> </ul>	E
<ul style="list-style-type: none"> <li>IRRV technician qualification or equivalent</li> </ul>	D
Knowledge and understanding	
<ul style="list-style-type: none"> <li>Knowledge of legislation in relation to Local &amp; Property Taxation</li> </ul>	E
<ul style="list-style-type: none"> <li>Knowledge of construction processes</li> </ul>	D
<ul style="list-style-type: none"> <li>Experience of Local Government or similar private sector</li> </ul>	D
<ul style="list-style-type: none"> <li>Experience dealing with Customers across a range of channels</li> </ul>	E
Skills and abilities	
<ul style="list-style-type: none"> <li>Ability to self-motivate as a lone worker</li> </ul>	E
<ul style="list-style-type: none"> <li>Good organisational skills and time management</li> </ul>	E
<ul style="list-style-type: none"> <li>Experience in using Microsoft Excel</li> </ul>	E
<ul style="list-style-type: none"> <li>Previous experience of using an online computer database</li> </ul>	D
<ul style="list-style-type: none"> <li>Good keyboard skills</li> </ul>	D
<ul style="list-style-type: none"> <li>Previous use of Northgate Revenues Systems</li> </ul>	D
<ul style="list-style-type: none"> <li>Excellent punctuality</li> </ul>	E
Work-related personal qualities	
<ul style="list-style-type: none"> <li>Team player with flexible approach to work</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to interpret maps</li> </ul>	E
<ul style="list-style-type: none"> <li>Committed to customer care</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to work to strict deadlines</li> </ul>	E
<ul style="list-style-type: none"> <li>Experience of lone working</li> </ul>	D
<ul style="list-style-type: none"> <li>Excellent communication and negotiating skills</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to demonstrate personal assertive skills</li> </ul>	E
<ul style="list-style-type: none"> <li>Tact and diplomacy, having the ability to make difficult decisions whenever required</li> </ul>	E
Other work-related requirements	
<ul style="list-style-type: none"> <li>Full UK driving license or equivalent EU or non EU. Daily use of a car</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to travel across the West Berkshire Council for work related matters</li> </ul>	E
<ul style="list-style-type: none"> <li>To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the WBC Health and Safety policy and any service-specific procedures / rules that apply to this role.</li> </ul>	E
<ul style="list-style-type: none"> <li>To promote equality as an integral part of the role and to treat everyone with fairness and dignity.</li> </ul>	E

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<ul style="list-style-type: none"><li>• Adhere to the standards set out in the WBC competency framework.</li></ul>	E
<ul style="list-style-type: none"><li>• This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public providing advice and using any specialist terminology appropriate to the role is essential for the post.</li></ul>	E
Enhanced DBS check with relevant barred list/s	No
Is this post politically restricted?	No