



Tribunal Clerk

The Valuation Tribunal Service (VTS) is a statutory, non-departmental public body (NDPB) sponsored by the Ministry for Housing, Communities and Local Government and administers non-domestic rating and council tax appeals. We provide general procedural advice on these matters and support the Valuation Tribunal for England (VTE).

We are currently looking for highly engaged, self-motivated, IT literate individuals to join our high performing team of Tribunal Clerks across all regions of England. As a Tribunal Clerk you will rise to the ever-changing challenges that face a service delivery organisation in the provision of accurate rating and council tax law. You will provide procedural advice to users of our service and be there to guide them through appeal hearings.

Working under pressure and being able to manage your own time to meet strict deadlines are key requirements in this role. You will successfully case manage a number of appeals, actively managing the parties involved and then attending hearings to act as the Tribunal clerk to provide authoritative advice to the parties and the Tribunal hearing panel. You are also responsible for drafting the Tribunal's reasoned decisions and to issue this to the parties within our expected timescale.

You must have outstanding organisational skills accompanied by excellent customer care skills with high levels of communication and interpersonal skills.

The current health pandemic has required us to hold our hearings remotely using video call technology and this is expected to continue. Based at home, you must be able to work effectively from your home base and have suitable broadband connectivity to allow you to carry out your duties effectively. There is an expectation that post-pandemic you will travel to various venues across England, and you will receive reimbursement of travelling expenses when doing so in accordance with our policies. Although a home working position, during your probation period you will be required to spend time in our offices receiving training and learning about the role as well as developing your knowledge and skills.

Ideally you will already have an understanding of rating and council tax legislation and be qualified or part-qualified with the professional examinations of the Institute of Rating, Revenue and Valuation (IRRV). If not, the successful candidates will be expected to commit to study this and achieve the IRRV Technician qualification preferably within a 2-year period, or at least to have made sufficient and significant progress in that time. There will be an opportunity to progress study to the full Honours membership qualification.

We offer a competitive salary ranging from **£23,541 to £39,880** on having achieved full Corporate membership of the IRRV. We also offer membership of the Local Government Pension Scheme and 25 days annual leave (rising to 30 days after five years' service), which starts from 1 April each year.

To obtain an application pack and further information, please contact us by email at HR.admin@valuationtribunal.gov.uk The closing date for received applications is **11:55 on Friday 30 April 2021**