TRAINEE TRIBUNAL CLERK

**The role**

This is a trainee role, and the training is expected to last no more than two years. After successful completion of training an individual will be able to undertake all Tribunal Clerk functions independently.

The principal functions of a Tribunal Clerk are:

* to manage allocated hearings, liaising with the parties and tribunal members as required both before and after the event.
* giving advice on law and practice to the tribunal members as required; and
* drafting statements of reasons for decision.

As with all appointments at VTW, this post is subject to a six months’ probationary period.

**General background**

The Valuation Tribunal has been in existence in one form or another since 1948. It deals with appeals related to the collection of local taxation, principally in connection with the correct valuation of property for Non-domestic Rating and Council Tax purposes.

The Tribunal currently has 15 staff located in three locations. The staff organise and service tribunal hearings across Wales. 86 volunteer tribunal members hear the appeals listed to these hearings in panels of three. The organisation is an independent public body. It is funded by Welsh Government.

The Tribunal holds hearings in English and Welsh. It currently has sufficient Welsh-speaking members to handle the present demand for Welsh language hearings. However, the Tribunal needs to strength Welsh language provision within its workforce; therefore, any new appointees will be expected to have some current Welsh ability or, at the very least, be prepared to undertake Welsh language tuition. Our vision is to have an entire workforce with at least conversational Welsh ability. We realise that this will take years to achieve, but it is our long-term goal; and new appointees need to be committed to this.

**Location, hours and holiday leave**

The job will be based in one of our three office locations (Llandudno Junction, Swansea, or Newport). However, travel throughout the region surrounding the office will be frequent, and travel to further places within Wales will be required from time to time. Occasionally overnight stays away from home will be required.

The post is full-time (37 per week). The Tribunal operates a flexitime working scheme

Annual holiday entitlement ranges from 25 days to 31 days’ personal leave (dependent upon previous experience and length of service with the Tribunal) plus all UK public/bank holidays.

**Assessment and interview**

After the closing date for applications, we will contact candidates we are interested in and ask them to attend an interview. Before the interview by a panel, candidates will be required to undertake a short keyboard skill and writing test.

**Background checks**

As a public service body, the Tribunal is required to undertake basic background checks whenever it offers a job to an individual. Therefore, applicants who are offered a job will be required to undertake a Basic DBS (Disclosure and Barring Service) Check.

**How to apply**

Please use our application form. Do not supply a CV.

Applications may be submitted electronically or in hard copy; and they must be received before Saturday 29 February 2020.

Email electronic applications to:

jobs@valuationtribunal.wales

Post hard copy applications to:

TTC Appointments

Valuation Tribunal for Wales

22 Gold Tops

Newport

NP20 4PG

**Do not send both electronic and hard copy applications. Use one or the other; not BOTH.**

**Valuation Tribunal for Wales – Job Description**

**Trainee Tribunal Clerk**

**Reports To:**

Senior Tribunal Clerks

**Responsible For:**

No line management responsibilities

**Main Role:**

* To learn the job of a Tribunal Clerk
* To perform the role of a Tribunal Clerk under the direction and supervision of more senior colleagues.
* To achieve proficiency as a Tribunal Clerk within two years of the appointment as a trainee.

**Tribunal Clerk main responsibilities:**

* To manage allocated tribunal workload, ensuring that all required liaison with relevant parties is undertaken.
* To update the appeal database in line with the work you have undertaken.
* To ensure any prepared documentation and correspondence (whether electronic or hard copy) is accurate.
* To provide professional and relevant advice to members of the Tribunal in a clear and concise way.
* To write up decisions made by the Tribunal with clarity of expression and appropriate attention to detail.
* To ensure written decisions are approved by chairs/members of the Tribunal before despatch and that decisions are despatched in a timely manner.
* To answer any day to day correspondence, telephone queries or e-mails in relation to your workload (and colleagues’ workloads when required because of absences or pressure of work).
* To keep fully abreast of all relevant legislation, regulations, procedures and case law and to disseminate this information to members and support staff where appropriate.
* To assist in ad hoc special projects and national work as appropriate in order to promote best practice and raise standards of service across the Tribunal.

**Working Conditions:**

* Predominantly office based.
* Travel to external tribunal and other meetings is required; for which expenses will be paid in line with the Tribunal’s travel expenses policy.
* Full-time role: i.e. 37 hours per week in line with the Tribunal flexi-time scheme.
* General terms and conditions are in accordance with the Local Government Services’ National Conditions of Service (the Green Book), and the Tribunal’s policies applicable to all staff.
* Automatic enrolment into the Local Government Pension Scheme (LGPS). [An employee has the right to opt out if they so wish.]
* Holiday leave entitlement starts at 25 days’ personal allowance plus UK bank holidays plus 4 extra days as designated by the employer.

**Designated essential car user:**

* Where the holder of the role uses their vehicle regularly for tribunal business travel, essential car user lump-sum allowance is payable. This is in addition to the mileage rate of 45p per mile. The current rate of essential car user allowance is £103.75 per month. It is paid through payroll in addition to salary and is subject to tax and national insurance.

**Pay Grade and current salary levels:**

* Trainee Tribunal Officer occupies Spinal Column Points (SCP) 14 to 19 on the Tribunal’s pay scale. The current salary levels for these points are:

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| --- | --- |
| 14 | £22,462 |
| 15 | £22,911 |
| 16 | £23,369 |
| 17 | £23,836 |
| 18 | £24,313 |
| 19 | £24,799 |

* The starting point will depend on previous experience and/or level or relevance of qualifications.

**Valuation Tribunal for Wales**

**Trainee Tribunal Clerk - Person specification**

|  |  |  |  |
| --- | --- | --- | --- |
| General requirements | Detailed requirements | Essential or desirable | How assessed |

|  |  |  |  |
| --- | --- | --- | --- |
| Qualifications | **(Where the applicant has significant previous full-time work experience):**  Good general education including recognised qualifications in Welsh and/or English, and Mathematics | Essential | Application form |
| **(Where the applicant has NO** **or little previous full-time work experience):**  Degree or equivalent | Essential | Application form |
| Bachelor of Laws degree (LLB) or equivalent | Desirable | Application form |
| Institute of Revenues, Rating and Valuation (IRRV) qualification | Desirable | Application form |
| Driving licence | Essential | Application form |
| Recognised qualification in Microsoft Office applications | Desirable | Application form |

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| --- | --- | --- | --- |
| Welsh language skill | Level 3 or above in the Tribunal’s Welsh language skill table (see attached) | Desirable | At interview |
| **Where the applicant has low level proficiency in Welsh (levels 1 or 2 in the Tribunal’s language skill table – [see attached]):**  A commitment to improve | Essential | At interview |
| **(Where the applicant has NO** **proficiency in the Welsh Language):**  A commitment to undertake Welsh language training | Essential | At interview |

|  |  |  |  |
| --- | --- | --- | --- |
| Other skills | Good word-processing / keyboard skills | Essential | Assessment test |
| Ability to write good quality prose | Essential | Assessment test |

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| --- | --- | --- | --- |
| Experience | Working effectively as part of a team | Desirable | Application form and interview |
| Working effectively as an individual alone | Desirable | Application form and interview |

|  |  |  |  |
| --- | --- | --- | --- |
| Personal characteristics | Attention to detail. Quality-aware | Essential | Interview |
| Able to shift tasks at short notice | Essential | Interview |
| Some flexibility over working patterns | Essential | Interview |
| Willingness to travel to other venues | Essential | Interview |
| Articulate in speech | Essential | Interview |

Valuation Tribunal for Wales - Welsh language skill levels

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Language area | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
| **Listening/Speaking:** | Can say names correctly (including first names, surnames and place names). Can greet customers bilingually on phone, enable language choice at reception, and open & close conversation bilingually. | Can understand the gist of a conversation in moderately paced Welsh and be able to make an occasional contribution. Can understand and pass on simple messages on work-related, routine tasks and convey basic information. | Can understand & take part in Welsh conversations. Can offer advice to queries but may have to use English terms occasionally. | Can contribute effectively in internal & external meetings on work-related matters. Can understand different tones & dialect; able to argue for & against an idea or position; able to chair meetings and answer questions. | Can contribute fluently with confidence on all aspects of the individual’s work and give advice of a technical nature where necessary. Can translate effectively for others. |
| **Reading:** | Can understand short workplace signs and labels. Can understand very short text on work related topics and simple instructions in plain language. | Can understanda significant amount of brief work-related documents given sufficient time and access to language tools. | Can understand most correspondence & work-related material. May have to use language tools for high level or technical vocabulary. | Can understand formal correspondence & reports. | Can understand reports, documents & articles related to normal work, including those of a complex linguistic nature. |
| **Writing:** | Can write place, personal names, job titles, names of external contacts, businesses and authorities. Can include simple Welsh phrases in messages to colleagues. | Can write short messages & emails to colleagues | Can prepare responses to most items of correspondence and write reports for internal use, with modest use of language tools. | Can produce business correspondence, formal reports, emails etc with occasional use of language tools. Can take good quality notes in meetings. | Can produce correspondence and notes to a very high standard with minimal use of language tools; able to take full detailed notes in a meeting with accurate expression. Can translate accurately with appropriate style and tone. |