

Valuation Tribunal for Wales – Job Description

Chief Executive Officer

Overall Objective

The Chief Executive Officer (CEO) is required to secure, protect and maintain a high-quality Valuation Tribunal service at all times.

The CEO must absorb changes and respond to them, whenever these occur, in a way that ensures the overall objective is fulfilled.

Reporting to:

Principally: Governing Council of the VTW

Additionally: President of the VTW
All Members of the VTW

People management responsibilities:

Specific line management responsibility for: Executive Managers
General management responsibility for: All other VTW staff

Main Functions:

- To ensure that the VTW operates effectively and efficiently in delivering its service to the people of Wales, and that it fulfils all its statutory and regulatory obligations as a corporate body and employer.
- To direct and control all administrative work and functions of the VTW in line with the policies and strategic aims of the Governing Council, including the overall management of staffing, funding, premises, facilities, IT systems, and resources.
- To assist the Governing Council in developing the future plans, policies and strategic aims of the VTW.
- To ensure that all funding and expenditure is properly controlled, documented and accounted for.
- To ensure that all functions and responsibilities of the statutory role of Clerk to the Tribunal are fulfilled.
- To ensure that any risks faced by the VTW are identified, minimised and controlled.
- To ensure that all staff and members are regularly trained and developed in their roles.
- To promote and embed the use of the Welsh language in all the VTW's procedures and undertakings.
- To represent the VTW at events and meetings organised by external bodies. In particular to act as the VTW's principal contact with Welsh Government.

Specific operational and administrative responsibilities:

- Drafting the VTW's operational plans in line with Governing Council priorities.
- Drafting and publishing the VTW's annual report (including financial accounts).
- Drafting the VTW's Welsh standards report.
- Keeping VTW members informed of matters and developments affecting the VTW through the use of newsletters.
- Running internal elections for the roles of President and National Representative whenever required.
- Acting as clerk to Governing Council's appointments panels.
- Undertaking the development reviews of the Executive Managers.

Role change and development

In recognition of the fact that specific functions and tasks of any role can change over time in response to changing circumstances, there may be occasions when other responsibilities, which are commensurate with the function and grade of the role, will be required to be undertaken by the postholder before these changes and developments can be incorporated into the list above.