

# Valuation Tribunal for Wales

## TRIBUNAL CLERK

### The role

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.

After successful completion of training an individual will be able to undertake all Tribunal Clerk functions independently.

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 13 staff (seven are located in Newport and six are home-based). The staff organise and service tribunal hearings across Wales. Just over 70 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 strengthen 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, holiday leave, pay and pension

The job will be based at our Newport office for appointees who are within reasonable travelling distance of it. Otherwise it will be home-based. However, wherever the location, travel throughout Wales will be required at least once or twice a month. Regular 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 qualifying public service and length of service with the Tribunal) plus all UK public/bank holidays.

The role of Tribunal Clerk occupies Spinal Column Points (SCP) 15 to 34 on the Tribunal's pay scale. The current salary levels for these points are:

|    |        |
|----|--------|
| 15 | 25,878 |
| 16 | 26,357 |
| 17 | 26,845 |
| 18 | 27,344 |
| 19 | 27,852 |
| 20 | 28,371 |
| 21 | 28,900 |
| 22 | 29,439 |
| 23 | 30,151 |
| 24 | 31,099 |
| 25 | 32,020 |
| 26 | 32,909 |
| 27 | 33,820 |
| 28 | 34,723 |
| 29 | 35,411 |
| 30 | 36,298 |
| 31 | 37,261 |
| 32 | 38,296 |
| 33 | 39,493 |
| 34 | 40,478 |

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

Tribunal Clerks are required to use their own vehicle regularly for tribunal business travel; accordingly an 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 £103.25 per month. It is paid through payroll in addition to salary and is subject to tax and national insurance.

Tribunal staff are automatically enrolled into the Local Government Pension Scheme. A contribution rate of 6.5% is automatically deducted from salary unless an employee chooses to opt-out from these pension arrangements. (A rate of 6.8% applies to SCP 34.)

### **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 17 December 2022.

Email electronic applications to:

jobs@valuationtribunal.wales

Post hard copy applications to:

Job Applications  
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

## Tribunal Clerk (TC)

### Overall Objective

Tribunal Clerks (TCs) are required to:

- manage their allocated tribunal workload effectively and efficiently, in order to give good support to tribunal members and good service to tribunal users,
- maintain an up-to-date knowledge of relevant law and tribunal practice, and
- assist in the training of the tribunal membership.

### Reporting to:

Directly: the Senior Tribunal Clerks  
Indirectly: members of the Executive Management Team

### People management responsibilities:

None

### Specific 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 other staff where appropriate.
- To assist from time to time in the planning and organisation of training and development for staff and members.
- 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.

### 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.

# Valuation Tribunal for Wales

## Tribunal Clerk - Person specification

| General requirements     | Detailed requirements   | Essential or desirable | How assessed                   |
|--------------------------|---|------------------------|--------------------------------|
| Qualifications           | <b>(Where the applicant has significant previous full-time work experience):</b><br>Good general education including recognised qualifications in Welsh and/or English, and Mathematics | Essential              | Application form               |
|                          | <b>(Where the applicant has NO or little previous full-time work experience):</b><br>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               |
| Welsh language skill     | Level 3 or above in the Tribunal's Welsh language skill table (see attached)  | Desirable              | At interview                   |
|                          | <b>Where the applicant has low level proficiency in Welsh (levels 1 or 2 in the Tribunal's language skill table – [see attached]):</b><br>A commitment to improve                       | Essential              | At interview                   |
|                          | <b>(Where the applicant has NO proficiency in the Welsh Language):</b><br>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                |
| 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  |
|----------------------------|--|---|---|---|--|
| <b>Listening/Speaking:</b> | Can say Welsh names correctly (including first names, surnames and place names). Can greet tribunal users bilingually and open & close conversations bilingually using simple rehearsed phrases. | Can understand the gist of a conversation in moderately paced Welsh and be able to make an occasional contribution. Can make short basic statements and ask simple questions. | Can understand & take part in Welsh conversations. Can offer responses to queries but may have to use English terms occasionally.             | Can contribute effectively in meetings. Can understand different tones & dialect; able to argue for & against an idea or position; able to ask & answer in-depth questions. | Can contribute fluently with confidence on all aspects of the organisation's business and express complex opinions clearly and without hesitation. Can translate effectively for others. |
| <b>Reading:</b>            | Can understand short workplace signs and labels. Can understand other very short written phrases and sometimes very short sentences.   | Can understand a significant amount of brief documents given sufficient time and access to language tools.  | Can understand most correspondence & other business-oriented material. May have to use language tools for high level or technical vocabulary. | Can understand formal correspondence & short reports.   | Can understand complex formal documentation.   |
| <b>Writing:</b>            | Can write Welsh place and personal names correctly<br>Can include simple Welsh phrases in messages (eg within emails, texts, post-it notes, etc).  | Can write brief messages & emails using simple sentences.   | Can write short documents and notes with modest use of language tools.  | Can produce grammatically correct, good conversational-style documents and emails etc with occasional use of language tools. Can take good quality notes in meetings.       | Can produce formal documentation to a very high standard with minimal use of language tools. Can translate confidently and accurately with appropriate style and tone.                   |