***DRAFT***

***Government of Anguilla***



|  |
| --- |
| **JOB DESCRIPTION** **- 1**  |
| **JOB TITLE: Senior Valuation Officer** |
| **MINISTRY****Home Affairs, Lands and Planning** | **DEPARTMENT****LANDS & SURVEYS** | **SECTION****VALUATION** | **UNIT** |
| **GEOGRAPHIC LOCATION****The Valley** | **TITLE OF IMMEDIATE SUPERVISOR** **DIRECTOR/ CHIEF VALUATION OFFICER** |
| 1. **MANDATE**

To coordinate and assist the Chief Valuation Officer (CVO) in the provision of a comprehensive Property Valuation and Estate Management service to the Government of Anguilla in accordance with the established policies and procedures. |
| 1. **KEY FUNCTIONS**
2. Plan, organize, coordinate, manage and direct the work of the Unit, and assist with personnel management and development of the staff.
3. Provide reports to the Director of Lands & Surveys and other authorized personnel
4. Value property for entities (usually other Government Departments/Ministries) including the carrying out of negotiations pertaining to acquisitions and compensation claims.
5. Implement and maintain Aliens Land Holding Licence portfolio and monitor their conditions.
6. Manage Crown land in order to achieve the efficient use of the same.
7. Assist with the collection of data for Crown Land.
8. Assist the Inland Revenue Department on Property Tax matters.
9. Make assessments for Stamp Duty purposes.
10. Provide professional advice to other Government personnel on property related matters in order to facilitate decision-making.
11. Assist in preparing estimates for Road Compensation claims and negotiating settlement of claims.
 |
| **JOB TITILE: Senior Valuation Officer** |
| 1. **KEY DUTIES**
2. Establish guidelines and implement best practices for property valuations.
3. Implement, maintain and assess property transactions for Stamp Duty and other fees.
4. Process and review Aliens Land Holding Licence Applications.
5. Process Licences and Leasehold applications for lease of Crown Lands.
6. Process Probates for grants of Letters of Administration.
7. Coordinate Aliens Land Holding Licence Regulations Policy.
8. Coordinate with Inland Revenue Department on the maintenance of the Property Tax database.
9. Respond to queries in relation to Property Values, Property Tax and Aliens Land Holding Licences.
10. Liaise with other sections of the Department, other Government Departments and Ministries.
11. Conduct property appraisals for Government and statutory purposes.
12. Maintain database for property values, leases for Crown and Private, licences, Condominiums and Alien Land Holding Licences.
13. Visit sites for Stamp Duty, Property Tax and inspection of properties under Aliens Land Holding Licences and in some occasions in collaboration with Inland Revenue for compliance.

**EXPECTATIONS** 1. Act as a catalyst for change, model change and build capacity for managing change throughout the ministry/department/organization. Influence others to translate vision into action.
2. Promote a culture of open and transparent communication.
3. Embrace technology by utilizing all available ICT/media/mass communication to ensure that relevant messages and/or responses to the services offered are disseminate accurately, courteously and timely.
4. Hold up the Leadership Statement as a mirror to your own behavior in a challenging and constructive way.
5. Participate in disaster management activities designed to prepare for, mitigate against and respond to disaster events.
6. Develop and implement strategies for improving and maintaining a high level of Customer Service in the public sector.
7. Perform other related duties as required by the job function.

**JOB TITLE: Senior Valuation Officer** |
| 1. **KEY RELATIONSHIPS**
2. Reports to Chief Valuation Officer/Director Lands & Surveys
3. Liaise with departmental/ section heads, other department and private sector
 |
| 1. **ORGANISATIONAL CHART**

Chief Valuation OfficerSenior Valuation OfficerValuation Officer |
| 1. **KEY AUTHORITIES**

**Authorised to:**1. Maintain Crown Leasehold Portfolio
2. Implement and maintain Crown Property Portfolio
3. Maintain Aliens Land Holding Portfolio
 |
| **JOB TITLE: Senior Valuation Officer** |
| 1. **KEY REPORTS**
2. Annual reports for the Valuation Section.
3. Report on lands to be acquired for Road and land purposes.
4. Policy and Procedure reviews of Crown Lands, Alienated lands.
5. Monitor and report on alienated land.
 |
| 1. **PERFORMANCE PARAMETERS**
2. Valuations of property within fourteen (14) days turnaround period.
3. Stamp Duty assessments are carried out daily.
4. Degree of Statutory and regulatory compliance for Valuation, Aliens Land Holding Licences performed
5. Extent to which recommended Valuation best practices, policies and procedures are adopted and desired results achieved.

**JOB TITLE: Senior Valuation Officer** |
| 1. **SCOPE OF THE JOB**

The post-holder will seek ways and means to collect Stamp Duty more efficiently and to increase the amount of revenue accruing to Government. In order to operate efficiently, the post-holder should have some degree of professional autonomy outside of the policy making process to manage caseloads and complete Stamp Duty.To provide a Land Registry, a Land Information System, Surveying Services and Stamp Duty assessment and collection by administering:- The Registered Land Act; The Condominium Act; The Land Surveyors Act; The Companies Act; The Stamp Duty Act; The Roads Act; andThe Land Acquisition Act.  |
| 1. **PERSONAL QUALIFICATIONS**

The post-holder should be computer literate and have some experience of using appropriate software in a professional environment. The post-holder should possess the ability to clearly communicate and provide written advice. In addition the post-holder should possess good communicative and negotiating skills and be flexible in their outlook towards work practices and responsibilities. These knowledge, skills and abilities are normally obtained in the acquisition of a Bachelor’s degree in Estate Management/Valuation or related discipline together with at least three (3) years’ experience. Membership of the RICS or equivalent, and knowledge of applicable Acts and other statutes impacting the Valuation and Crown Lands would be an asset. |

**This document is intended to reflect those factors considered necessary to describe the principal functions of your job and should not be construed as a detailed description of all work requirements that may be inherent in the job.** 2023