



Head of Law & Research Job Description & Person Specification

- **Closing date for applications:
5.00pm on Monday 30th June 2025**
- **Online interviews with selected candidates:
Thursday 10th July 2025**
- **Face-to-face interviews with shortlisted candidates:
16th or 17th July 2025 (tbc)**



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INSTITUTE OF REVENUES
RATING & VALUATION

Institute of Revenues, Rating & Valuation

Job Title: **Head of Law & Research**

Section: **Law and Research**

Responsible To: **Chief Executive**

Management Responsibility: **See Staff Structure**

Working Hours: **35 hours per week**

Working Pattern: **Monday to Friday**
(core hours 10.00am to 4.00pm with a minimum 30 minutes lunch). Occasional out-of-hours working and overnight stays, as required.

Salary: **£58,893**

Terms of Reference

The Head of Law & Research has responsibility for:-

- Increasing the IRRV's professional presence and standing in its policy and research work in all areas of the UK. This work is to be undertaken across the Institute's three faculties and comes under the remit of the Law and Research Portfolio Holder.
- Development of the Institute's policy in relation to the different legislative frameworks in the UK: England, Scotland, Wales and Northern Ireland.
- Ensuring that knowledge gained and information gathered is used to maximum benefit in the furtherance of Institute initiatives and activities, whilst respecting at all times required confidentiality.
- Managing and delivering on consultancy opportunities.
- Conducting research to support policy development and faculty initiatives.
- Maintaining and expanding links with government and stakeholder organisations to further the Institute's policy and research work.

Purpose of the Job

The Institute supports the professional needs of its members across each of the legislative jurisdictions in the UK. It fosters excellent working relationships with each of the central government administrations across the UK, to enable professional comment to be provided in the development of policies that fall within the remit of the Institute's faculties.

Information and guidance on those legislative developments is provided by the Institute to its members and other stakeholders. This job involves conveying the Institute's views to central government on

legislative developments and government policies, gathering technical information, editing it concisely for the intended audiences/purposes, disseminating information through a range of mechanisms and assessing the impacts of changes on the professional work of IRRV members.

Specific Duties & Responsibilities

- Build and maintain links with central government, other bodies and stakeholders (in all UK home nations) regarding local taxation & revenues, welfare benefits, valuation and other related matters; and liaise with these bodies to further the Institute's professional objectives.
- Manage both the gathering of practitioner views and the drafting of responses regarding formal consultation papers (from all UK home nations) on local taxation & revenues, welfare benefits, valuation and other relevant issues.
- Convey information to the IRRV membership and stakeholders regarding professional developments through magazine articles, news updates, social media posts etc.
- Manage the administrative support to the IRRV Scotland Forums service, in respect of both online and face-to-face meetings; and oversee the handling of technical queries from IRRV Scotland Forums service members.
- Present technical papers/ chair events, both online and face-to-face.
- Produce reports for IRRV Council meetings.
- Work collaboratively with the Council's Law and Research Portfolio Holder to further the Institute's aims.
- Oversee production of papers (including minutes) for the Institute's three Faculty Boards, contribute to the 4-6 Board meetings per Board per annum as a Board member and take forward action points following the meetings.
- Contribute fully to the regular IRRV Senior Leadership Team meetings.
- Manage consultancy projects, including bidding for and managing contracts, conducting initial scoping discussions, tender development, site visits (where needed), report writing and presentations to clients; and working directly on projects where appropriate.
- Conduct research/surveys to facilitate information gathering on topics of professional interest.
- Ensure the Law and Research elements of the IRRV website are kept updated.
- Participate fully in the staff appraisal and personal development schemes.
- Undertake any other duties of a similar nature, which the Chief Executive may allocate.

Person Specification

Knowledge and Skills

Applicants should have attained at least a good 'A' level standard of general education or equivalent. Additional relevant qualifications, such as an IRRV qualification, is desirable but not essential. A good knowledge of either local taxation, or locally-administered benefits, or valuation for rating purposes is important, as is a willingness to build up knowledge on any of these areas where required. Excellent organisational and communications skills (oral and written) are required.

Special Skills, Abilities and Aptitudes

Skills: The applicant must possess good analytical and IT skills. This is to include the use of Microsoft Office products (i.e. Word, Excel, PowerPoint and Outlook). A good level of numeracy is required. The ability to write clearly and concisely is important. The post holder will be required to facilitate online meetings. Must possess good interpersonal skills.

Abilities: The applicant must be able to work well under pressure and to strict deadlines; both on their own and as a part of a team. The applicant must be able to act on new information so that opportunities are maximised for developing Institute initiatives and activities.

Aptitudes: The applicant must show a willingness to fit-in with a team approach. They need to be tenacious, determined and achieve and maintain well aligned policy outcomes in the face of differing professional demands upon the individual faculties.

Experience

- Good knowledge of performance reporting and financial / budgeting processes
- Excellent organisational and leadership skills partnered with a strategic mind-set.
- Producing reports for senior management, Board Members or an elected Council.
- Outstanding communication and interpersonal abilities.
- Experience of managing team and individual performance.
- Agenda setting, running meetings and producing minutes.
- Working in the local taxation & revenues, welfare benefits, valuation or investigation sectors within any part of the UK.
- Running projects from initiation to successful conclusion.

Working Arrangements

The applicant will become a permanent home worker but occasional unsocial hours of work and travelling to meetings and Institute events, including overnight stays, will be required.

Safeguarding & Prevent

All applicants may be subject to a basic DBS/ Disclosure Scotland/ Access NI check. The Institute follows safer recruitment procedures.

Equality & Diversity

The Institute is committed to equal treatment and opportunity in all aspects of recruitment, selection and employment without regard to gender, race, religion, national origin, ethnicity, disability, gender identity / expression, sexual orientation or any other category protected under the law. The Institute is an equal opportunity employer, committed to a community of inclusion and an environment free from discrimination, harassment and retaliation.

IRRV Staff Structure

