



Law & Research Officer Job Description

- **Closing date for applications:
5.00pm on Friday 29th August 2025**
- **Online interviews with selected candidates:
15th or 16th September 2025**
- **Face-to-face interviews with shortlisted candidates:
First two weeks in October 2025**



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INSTITUTE OF REVENUES
RATING & VALUATION

Institute of Revenues, Rating & Valuation

Job Title: **Law & Research Officer**

Section: **Law & Research**

Responsible To: **Head of Law & Research**

Management Responsibility: **None**

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: **£44,000**

Terms of Reference

The Law & Research Officer has responsibility for:-

- Strengthening the IRRV's professional presence and standing in its policy and research work in all areas of the UK, but with particular reference to Scotland, Wales and Northern Ireland. This work is to be undertaken across the Institute's four faculties; the objectives of which are detailed in the annex to the Job Description.
- Supporting the development of the Institute's policy in relation to the different legislative frameworks in the UK, but with particular reference to 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, relevant confidentiality.
- Supporting the Head of Law and Research with the wider aspects of the Institute's policy and research work across the UK.

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, disseminating information through a range of mechanisms and assessing the resulting impacts on the professional work of IRRV members.

The work will focus primarily on the needs of members in Scotland, Wales and Northern Ireland. In order to maintain operational efficiencies and support rounded thinking on policy issues across the UK as a whole, the job will require coverage of work areas relating to England.

Specific Duties & Responsibilities

1. Administering the gathering of practitioner views regarding formal consultation papers and drafting responses.
2. Liaising with central government officials on local taxation & revenues, benefits, valuation, and other relevant issues.
3. Conveying information to the IRRV membership regarding professional developments through magazine articles, news updates, social media and other distribution channels.
4. Providing administrative support to the IRRV Scotland Forums service, in respect of both online and face-to-face meetings.
5. Process technical queries from IRRV Scotland Forums service members.
6. Developing and providing support for information services to members and stakeholders in Scotland, Wales and Northern Ireland.
7. Providing administration for, and facilitating, meetings of specialist groups that focus on particular professional matters.
8. Drafting of reports for IRRV Council meetings and Faculty Board meetings; this is to include drafting minutes of Board meetings.
9. Undertaking regular reviews of the Institute's local taxation publications.
10. Take part in consultancy work from time-to-time, and depending on the post holder's particular skill set, to engage in elements including initial scoping discussions and visits, tender development, project management / work, report writing and presentations to clients.
11. Write summaries of conference sessions and professional meetings, for the IRRV magazines.
12. Take part in research work on an ad hoc basis.

13. Updating IRRV website on consultations and completed responses, together with other webpages.
14. Maintaining and developing close working relations with the Scottish, Welsh and Northern Irish Associations.
15. Participate fully in the staff appraisal and personal development schemes.
16. Undertake any other duties of a similar nature, which the Head of Law and Research may allocate.

Person Specification

Knowledge and Skills

Applicants should have attained at least '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 local taxation, 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 vitally 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.

Experience

Essential

1. Has experience of agenda setting, running meetings and producing minutes.

Desirable

2. Report writing.
3. Working in the local taxation & revenues, benefits or valuation within any part of the UK.
4. Running a project 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 will be subject to a basic DBS 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.

Ex-Offenders Recruitment Policy

The Institute's Ex-Offenders Recruitment Policy can be found here:

[www.irrv.net/documents/weblinks/2025/7/Ex Offenders Recruitment Policy.pdf](http://www.irrv.net/documents/weblinks/2025/7/Ex_Offenders_Recruitment_Policy.pdf)

Objectives of the Institute Faculties

Local Taxation & Revenues

To provide support to members of the Local Taxation and Revenues Faculty in their professional activities, including, without limitation, the following subject areas:-

- Local and national taxation law and practice.
- Revenues collection and administration.
- Financing local government.
- Counter-fraud, anti-corruption, money laundering and subsidy control activities pertaining to the subject areas listed above.

Benefits

To promote the study of all aspects of state benefits and awards, and to provide support to members of the Benefits Faculty in their professional activities, including, without limitation, the following subject areas:-

- Housing Benefit and Localised Council Tax Reduction Schemes.
- Local Welfare Provision.
- All benefits and credits under the auspices of the Department for Work and Pensions and Social Security Scotland.
- Devolved benefits and grants.
- The financing of benefits and credits.
- Counter-fraud and anti-corruption activities pertaining to the subject areas listed above.

Valuation

To promote the study of all aspects of valuation of land and interests in land, and to provide support to members of the Association in their professional activities, whether in the United Kingdom or abroad, including, without limitation, the following subject areas:-

- Local and national taxation, including law and practice.
- Assessment of compensation for the acquisition of land and buildings or injurious affection thereto in connection with the exercise of compulsory powers.
- Investigating the use of new technologies in all valuation areas.
- Valuation of property assets, the provision of real estate advisory services and the promotion of environmental, social and governance standards.
- Valuations and methodology for public sector and other statutory purposes.
- Counter-fraud activities pertaining to the subject areas listed above, including rate evasion, corruption, money laundering and subsidy control.

IRRV Staff Structure

