



Local Taxation Officer Job Description

- **Closing date for applications:
5.00pm on Tuesday 28th April 2026**
- **Online interviews with selected candidates:
5th or 6th May 2026**
- **Face-to-face interviews with shortlisted candidates:
11th May 2026 (Coventry)**



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INSTITUTE OF REVENUES
RATING & VALUATION

Institute of Revenues, Rating & Valuation

Job Title: **Local Taxation 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: **£43,053**

Terms of Reference

The Local Taxation Officer has responsibility for:-

- Providing resilience across a range of IRRV services, including publications, technical enquiries, on-line learning, training courses, upskilling sessions and consultancy.
- Ensuring that knowledge gained and information gathered is used to maximum benefit in the furtherance of Institute initiatives and activities, whilst respecting relevant confidentiality at all times.
- 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

To provide flexible, cross-functional support across a range of IRRV services.

The role will contribute to the development, coordination, and delivery of IRRV publications, online learning, training courses, upskilling sessions, and consultancy services.

This position plays a key role in maintaining service standards, supporting innovation, and ensuring the organisation can respond effectively to changing demands and priorities.

Specific Duties & Responsibilities

Technical Queries

1. Duties involve: responding to a range of technical queries across service areas; and interpreting legislation, guidance, and best practice to deliver clear, accurate, and practical advice to members, clients, and stakeholders.

Publications

2. Producing and developing the technical content of the Institute's Council Tax and Non Domestic Rates (NDR) law and practice publications, as well as other training products.
3. Ensure publications are maintained on an on-going basis in accordance with changes in legislation and government rules.
4. Ensure that any relevant updates to the publications are communicated to the Institute's Conference and Sales team in a timely and regular manner.

Online Learning & Digital Content

5. Assist in the development and maintenance of online learning modules and digital resources, including reviewing legislation and case law.
6. Update the Council Tax and NDR sections of the Institute's EOS Distance Learning platform, on occasion.
7. Monitor user engagement and provide basic reporting and feedback for improvement.
8. Ensure that any relevant updates to the online learning material are communicated to the Institute's Conference and Sales team in a timely and regular manner.

Training Courses & Upskilling Sessions

9. Support the IRRV and delivery of training courses (virtual and in-person).
10. Coordinate logistics including scheduling, materials, venues, and attendee communications.
11. Assist trainers and facilitators during sessions to ensure smooth delivery.
12. Contribute to the development of new training and upskilling content, where appropriate.

Consultancy Support

13. Provide administrative and project support for consultancy assignments.
14. Engage in elements including initial scoping discussions and visits, tender development, project management / work, report writing and delivering presentations to clients.
15. Coordinate meetings, timelines, and stakeholder communications.

Other

16. Take part in research work on an ad hoc basis.
17. Participate fully in the staff appraisal and personal development schemes.
18. 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 and revenues is essential, as is a willingness to build up knowledge on any of these areas where required. Excellent organisational and communication 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, and to occasionally present online training courses. 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. Comprehensive and up to date technical knowledge of NDR and Council Tax within any part of the UK.
2. Strong organisational and coordination skills.
3. Ability to manage multiple priorities and work across different projects.
4. Excellent communication skills (written and verbal).
5. Good attention to detail and commitment to quality.
6. Proficiency in Microsoft Office and digital platforms.

Desirable

7. Knowledge of local government benefits, and valuation for rating.
8. Has experience of agenda setting, running meetings and producing minutes.
9. Report writing.
10. Familiarity with online learning platforms
11. Experience supporting publications or technical content.
12. Understanding of consultancy or client-facing work.

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:

[https://www.irrv.net/documents/weblinks/2026/4/Ex-Offenders Recruitment Policy.docx](https://www.irrv.net/documents/weblinks/2026/4/Ex-Offenders_Recruitment_Policy.docx)

IRRV Staff Structure

