

CAYMAN ISLANDS GOVERNMENT

JOB DESCRIPTION

Job Title: **Valuation Officer** Jobholder:

Reports to (title): **Chief Valuation Officer** Portfolio/Dept.: **EYSAL/Lands & Survey**

1. JOB PURPOSE

To assist the Chief Valuation Officer in the provision of a comprehensive property valuation and estate management service to Government.

2. DIMENSIONS

Staff: Supervision of Valuation Assistant.

Budget responsibility: N/A

2017 Fact and Figures:

The Valuation Section

- (i) processed approx. 2,220 transactions for Stamp Duty purposes Duty Collected: CI\$58.8M
 - (ii) undertook 20 valuations for Government
 - (iii) completed 50 Government acquisitions
 - (iv) settled claims for compensation Cost: CI\$ 1+ M
 - (v) undertook the inspections of 70 Crown-owned land parcels
 - (vi) oversaw 0 disposal of surplus Government property
 - (vii) oversaw the management of 54 properties
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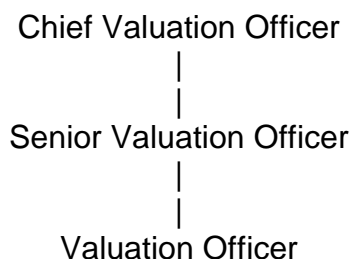
3. PRINCIPAL ACCOUNTABILITIES

- 1. To value property for clients (usually other Government Departments or Ministries/Portfolios) including the carrying out of negotiations pertaining to acquisitions and compensation claims.

Percentage
Time Spent
35%

- | | |
|---|-----|
| 2. To make assessments for Stamp Duty purposes. | 20% |
| 3. To provide professional advice to other Government personnel on property related matters in order to facilitate decision-making. | 20% |
| 4. To manage Crown property in order to achieve the efficient use of the same. | 20% |
| 5. To advise the public, Land Registry staff and other Government personnel on Stamp Duty and Registration matters. | 5% |
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4. ORGANISATION CHART



5. BACKGROUND INFORMATION

MISSION STATEMENT

To provide a Land Registry, a Land Information System, Surveying and Mapping Services, plus Stamp Duty assessment and collection by administering:-

- The Registered Land Law (2004 Revision);
- The Strata Titles Registration Law (2013 Revision);
- The Land Surveyors' Law, (1996 Revision);
- The Land Holding Companies Share Transfer Tax Law (2007 Revision);
- The Stamp Duty Law (2013 Revision);
- The Roads (Naming & Numbering) Law, 1997 - in part; and
- The Roads Law (2005 Revision) in part.
- The Land Acquisition Law (1995 Revision)
- The Public Lands Law, 2017
- The Prescription Law, 1997

A further purpose is to provide estate management, property valuation, acquisition and disposal services to Government, including the assessment and negotiation of compensation following compulsory acquisition.

This latter purpose is solely carried out by the postholder, the second Valuation Officer, The Graduate Valuation Officer, and their superiors. The major portion of Stamp Duty

revenues come from the assessments by the Valuation Officers and their subordinate, of certain legal instruments, mainly but not exclusively, “transfers” and “leases”. (Other set rates or specified sums of Duty due on certain other documents are collected by Land Registry staff).

The postholder values and manages property as one of a 5-man Valuation Office team. Whilst the postholder is in theory accountable to his/her superior, in practice he/she carried his/her own personal caseload which he/she will be expected to carry out with a minimum of supervision. Whilst there are monthly meetings between the postholder and superior to discuss the progress made in completing cases, the postholder is effectively delegated authority to settle cases using his/her own judgement.

6. KNOWLEDGE, EXPERIENCE AND SKILLS

Degree in Estate Management/Valuation (or equivalent) with a minimum of three years post degree experience together with full membership of the Royal Institution of Chartered Surveyors. Experience to be in a broad spectrum of professional work. The postholder should be computer literate and have some experience of using appropriate software in a professional environment.

The postholder needs:

- (i) to be personable with the ability to get on well with and react to, all types of people;
 - (ii) the ability for clear verbal and written expression;
 - (iii) to be in possession of good negotiating skills;
 - (iv) good organisation skills;
 - (v) the ability to work as a “team player”; and
 - (vi) to be flexible in their outlook towards work practices and responsibilities.
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7. ASSIGNMENT AND PLANNING OF WORK

Work originates from other Government Departments/Ministries or the public. Management work is, to some degree, self-generated. The Chief Valuation Officer allocates work to the postholder. However, due to there only being a 5-man valuation section, officers must possess and show initiative in planning and managing their own workload. Officers need to be pro-active rather than reactive in their work practices.

Valuations of property have a one-month turnaround period. Stamp Duty assessments are carried out daily. The postholder has a degree of autonomy regarding the prioritisation of his/her personal caseload although, generally speaking, the completion of Stamp Duty matters takes overall priority.

8. SUPERVISION OF OTHERS

Graduate Valuation Officer.

There is constant liaison between the Chief Valuation Officer and the two Valuation Officers. There is a monthly meeting held with the Chief Valuation Officer, who reports monthly to the Director of Lands & Survey.

9. OTHER WORKING RELATIONSHIPS

Survey and Public Works Department staff sometimes seek advice in relation to a proposed road scheme as it relates to compensation liabilities. Land Registry Officers often seek advice on Stamp Duty assessments and Land Registry procedures.

The postholder will seek advice from Government's Legal Department, on the occasional basis when guidance on some legal aspect of work is required.

The general public (including realtors & attorneys) seek advice on Stamp Duty matters, registry procedures, land claim and roads compensation procedures, etc.

10. DECISION MAKING AUTHORITY AND CONTROLS

Decisions on policy matters are taken by the Chief Valuation Officer/Director of Lands & Survey although the postholder is often consulted on the same.

Generally, the postholder has delegated decision-making powers vis-à-vis his/her personal caseload, although free to consult the supervising officer at any time.

Stamp Duty assessments are carried out by the postholder with complete delegated powers.

The postholder will make recommendations to sell or purchase property and to conclude deals by way of negotiation.

The postholder will settle Compensation Claims without reference to any other officer of Government.

Land Valuation, acquisition, disposal and exchange guidelines have been agreed between the Permanent Secretary, P, C & W and this department.

In order for the section to operate efficiently, it is necessary for the postholder to have and to show a degree of professional autonomy outside of the policy making process.

The postholder will be seeking out ways and means to collect Stamp Duty more efficiently and to increase the amount of revenue accruing to Government.

11. PROBLEM/KEY FEATURES

Political interference including the rejection of professional advice.

The role of the Chartered Valuation Surveyor and his professional capabilities are not appreciated. (Valuation Surveyor is a common reference to those surveyors who were members of the previous General Practice Division of the Royal Institution of Chartered Surveyors).

Lack of staff in the valuation section means that many vital areas cannot be tackled, e.g. management of the Crown Estate. The section needs to be expanded. Professional staff often have to undertake tasks which would more appropriately suit the skills of a clerical/administrative person: this can be detrimental to the generation of good morale.

Lack of computer training together with the requisite on-line access to much of the data stored on, or prepared by, the Land Information System.

Whilst an integral part of the Department, the Valuation Section does, to some extent operate independently. However, the present office layout does not facilitate the efficient running of the Section.

At present members of the Valuation Section are often required to provide advice or undertake work which is essentially outside of their duties as provided for in respective job descriptions, (e.g. Registry work).

12. WORKING CONDITIONS

Generally excellent. The department occupies modern air conditioned open-planned offices within George Town.

Indicate by 'X' in the appropriate box.

(For on-line purposes only)

AGREED BY Jobholder Supervisor/Manager H.O.D

Jobholder (CAPITALS):

Signature:..... Date:.....

Supervisor/Manager:..... Date:.....

Portfolio/Department Head:..... Date:.....