

# Join us as a Properties Compliance Officer

**Are you an enthusiastic, team player with a willingness to learn?  
If so, we would like to hear from you.**

## Join us as a Properties Compliance Officer

**West Suffolk District Council  
(18.5 hours per week, 12-month Fixed Term/Secondment)  
Band 4 £28624 to £31586 pro rata**

**Be part of our successful team.** The ARP Properties Compliance Team identify new domestic and non-domestic properties for inspection in support of the partner authorities to ensure banding/rating by the Valuation Office and maximum income is generated.

### Requirements of the roles:

- Great communication skills – written and verbal
- Team player and can work on own initiative
- Dealing with telephone contact from the public
- Excellent customer service skills
- Ability to update computer systems accurately
- To work proactively and be able to contribute to the team's targets
- Ability to work from home
- Liaise with other departments including Council Tax, National Non-Domestic Rates, Street naming and numbering, Planning and Building Control
- And above all enthusiasm!



### What we offer in return:

- Competitive starting salary of £28624 pro rata
- Career development opportunities
- Full training
- Agile working
- Wellbeing events
- Local Government Pension Scheme
- Rewards Package

During this current recruitment period, ARP have a flexible approach to recruitment including telephone and video interviewing, online induction and blended training and therefore candidates need to be able to work in the office and from home. Personal data from the application process will be shared with ARP and host/employing authority.

### Interested?

Please return the completed application form to ARP HR: [ARPHR@angliarevenues.gov.uk](mailto:ARPHR@angliarevenues.gov.uk)

To find out more about this opportunity, please contact Rachel Marsden at

[rachel.marsden@angliarevenues.gov.uk](mailto:rachel.marsden@angliarevenues.gov.uk)

**Closing date for applications: 9am on Monday 26th May 2025**