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## JOB DESCRIPTION

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<b>Job Title:</b>	Properties Compliance Officer	
<b>Service Area:</b>	Recovery, Fraud and Enforcement	<b>Team:</b> Compliance
<b>Organisation:</b>	Anglia Revenues Partnership	
<b>Reports to:</b>	Team Manager - Compliance	
<b>Responsible for:</b>	N/A	

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### Main Purpose of Job:

The ARP Properties Compliance Team identify new domestic and business rate properties for inspection in support of the partner authorities to ensure rating by the Valuation Office and maximum income is generated.

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### Key Responsibilities:

- To process and maintain new property registers and input data to the Academy Building Work modules.
- To search, identify and collate data for new properties from Building Control reports, local authority planning portals and electronic mapping systems and allocate property inspections for both Council Tax and Business Rates.
- To proactively research, verify information and identify unregistered domestic properties, annexes and businesses that are unrated and missing from the Academy systems.
- To conduct desk top intelligence searches to verify information in support of the roles of the Visiting Officers.
- The preparation of mapping and property inspection packages for the Visiting Officers.
- Calculate savings proactively identified by the Visiting Officers and add to relevant Savings Register.
- To provide assistance to the Council Tax Compliance Officers in dealing with incoming telephone inquiries concerning irregular Council Tax reliefs or exemptions.
- Checking and updating of computer records to ensure Academy system records are accurate and Council Tax and Business Rates income is maximised.
- To liaise with all service areas of the partner councils within ARP, government departments, external bodies such as Debtors, Bailiffs, Enforcement Agents, and the Valuation Office.
- To be able to work with minimal supervision and on own initiative making decisions in the delivery of property identification and compliance.

- To undertake any other duties as may reasonably be required and compatible with and/or arising from those listed above or directed by your manager or Fraud and Visits Manager
- To perform to the standards and behaviours of ARP's operational values and encourage others to do so.

#### **Additional Note:**

#### Vulnerable People

We are committed to safeguarding and promoting the welfare of vulnerable people and we expect all employees to share this commitment. All employees must familiarise themselves with the Safeguarding Children and Young People and Guidelines for Working with Children and Young People policy.

#### Health Safety & Environment

Managers are responsible for the health and safety of their staff and their actions that may affect others; this is clearly set out in the Health and Safety Policy. It is the duty of all employees, while at work, to take reasonable care of their health and safety, and of other persons who may be affected by their activities; this includes colleagues, contractors and members of the public.

All employees must familiarise themselves with the Health and Safety and Environmental Policies.

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#### **Political Restriction:**

*This post is politically restricted under the Local Government and Housing Act 1989 and post holders are prohibited from seeking public election, holding political office, writing or speaking publicly on matters of political controversy*

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**Note:** This is a description of the job as it is constituted at October 2024 but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of ARP and Breckland Council to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is both Councils' and ARP's aim to reach agreement to such reasonable changes with the post holder but if agreement is not possible the Councils and ARP reserve the right to insist on changes to the Job Description after consultation with the post holder.

On signing your Statement of Particulars it will be deemed that this Job Description has been accepted by the post holder.

