**First-tier Tribunal Property Chamber, (Residential Property)**

**Fee Paid Valuer Chair - Job Description**

Valuer Chairs swear the judicial oath (or affirm) that they “will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her Heirs and Successors according to law” and “will well and truly serve our Sovereign Lady Queen Elizabeth the Second in the Office of a member of the First-tier Tribunal and [I] will do right to all manner of people after the laws and usages of this Realm without fear or favour, affection or ill will”.

**Overview of the role**

1. The role is to serve as a Chair of a Tribunal alongside the Legal, Professional or Lay Member adjudicating on applications, appeals and references about disputes over property and land including:
* Disputes about private sector rents;
* Disputes about residential leasehold management including the reasonableness and payability of service charges;
* Appointment of Manager under Landlord and Tenant Act 1987
* Valuation for enfranchisement and lease extensions;
* Disputes about the right to buy where a property is considered to be particularly suitable for the elderly;
* Disputes about Park Homes;
* Appeals against local authority notices about the condition of a property and appeals about houses in multiple occupation;
* Disputes under The Tenants’ Fees Act;
* Applications by local authorities and appeals by landlords and managing agents under The Housing and Planning Act 2016.

**Statutory Eligibility**

1. A person is eligible for appointment if he/she is a Member or Fellow of the Royal Institution of Chartered Surveyors.

**Additional Information**

1. Experience of some court/tribunal or similar work, such as sitting as a tribunal member, arbitrator, magistrate, as an expert witness or in some other capacity, would be desirable but not essential.

**Valuer Chairs’ relevant activities and duties**

1. The key duties of a Valuer Chair are to:
* Chair Tribunals (and hold case management and preliminary hearings where appropriate).
* Maintain and demonstrate impartiality at all times:
* Have and maintain a good understanding of the Tribunal’s jurisdictions and procedure rules;
* Keep up to date with legislation and case law relevant to the Tribunal’s jurisdictions;
* Read and become familiar with case papers beforehand particularly ensuring that they are fully conversant with any valuation evidence put forward
* Meet and liaise with other Tribunal members prior to the commencement of a hearing;
* Take the leading role in hearings, demonstrating familiarity with key issues including knowledge of the subject area and relevant legislation.
* Manage the hearing and ensure there is a structured discussion of the issues.
* Give the tribunal clear advice on guidance on matters in which the chair has specialist knowledge and experience including but not limited to, matters of valuation
* In conjunction with other panel members, ensuring that parties, whether represented or not are able to present their evidence and arguments and have their cases considered fully and fairly.
* Contribute fully in any inspection and being prepared to advise other members of the Tribunal on the significance of what has been seen;
* Make full and legible notes of the hearing and any inspection;
* Contribute fully to the Tribunal’s formulation of its decision taking the lead on valuation or surveying issues and being open to the contributions of other Tribunal members;
* After the hearing to promptly prepare and issue a written decision and statement of reasons which accurately and clearly reflect the considerations of the Tribunal.
* Consider, in conjunction with other members any application to appeal or other post-decision matters
* Make full use of electronic communication.