

**Northumberland County Council  
JOB DESCRIPTION**

<b>Post Title:</b> Retrofit Assessor	<b>Director/Service/Sector:</b> Housing and Public Protection	<b>Office Use</b>
<b>Band:</b> 6	<b>Workplace:</b> Civic Centre, Blyth	<b>JE ref:</b> 4081 <b>HRMS ref:</b>
<b>Responsible to:</b> Retrofit Coordinator	<b>Date:</b> December 2021	<b>Manager Level:</b>
<b>Job Purpose:</b> To carry out whole-dwelling assessments to establish suitability for retrofit improvement projects within Northumberland, in accordance with PAS2035:2019		
<b>Resources</b>	<b>Staff</b>	Not applicable
Finance		Contributing to the efficient and effective running of the Council's domestic retrofit programme, projects and service review team.
Physical		Maintain and operate key programme and project systems. Expected to frequently work away from the normal office location and will regularly deal with residents in their homes.
Clients		Ensure compliance with relevant legislation, council policies and procedures.
<b>Duties and key result areas:</b>		
<ol style="list-style-type: none"> <li>1. Carry out whole-dwelling assessments within Northumberland, in accordance with PAS2035:2019 and the appropriate Path, to establish suitability for improvement and to provide information about the dwelling for use by both the Retrofit Coordinator and Retrofit Designer.</li> <li>2. Identify the location and severity of any existing construction or structural defects, leaks, condensation and/or mould growth in the dwelling, review existing ventilation, site constraints, air permeability and complete an occupancy appraisal, where appropriate, liaising with Building Surveyors and/or Structural Engineers when required.</li> <li>3. Where appropriate to determine RDSAP or SAP ratings for a dwelling, carry out the appropriate survey to establish the required dimensions of the dwelling, identification of existing building services and a detailed appraisal of the dwellings construction to establish thermal transmittances and moisture properties of the main elements.</li> <li>4. Carry out an assessment of significance when appropriate and in accordance with BS7913.</li> <li>5. Use a recognised domestic energy model and data collected to estimate annual fuel use, fuel costs and carbon dioxide emissions the dwelling/s.</li> <li>6. Liaise with the relevant officers to identify any constraints imposed by the authority, for example, planning permission, Conservation Area constraints, Tree Preservation orders, Listings as of Special Architectural or Historic Interest.</li> <li>7. Produce reports to allow the Retrofit Designer to prepare designs in accordance with clause 9 of PAS2035:2019 detailing the findings from the whole-dwelling assessments, including ventilation assessments, RDSAP, SAP or PHPP data files, photographs and any recorded defects to include lodging the report with the TrustMark "data warehouse" when required.</li> <li>8. Liaise with building owners, Retrofit Coordinators, Retrofit Designers, Retrofit Installers and Building Surveyors, where appropriate, to support the delivery of domestic retrofit projects within Northumberland.</li> <li>9. Write associated reports or briefing notes relevant to energy efficiency within housing and deliver the presentation of results as required.</li> <li>10. Assist in the development of relevant Housing policies to ensure the thermal performance of the Housing stock and opportunities for improvement are considered in all areas.</li> <li>11. Keep abreast of amendments and updates to all relevant legislative and best practice guidance.</li> <li>12. Develop and provide training for relevant stakeholders, both internal and external, to raise awareness of energy efficiency measures and ways to reduce carbon emissions within housing.</li> <li>13. Develop and maintain positive collaborative relationships with all relevant internal and external stakeholders to ensure the successful delivery and implementation of projects within deadlines, reporting on all relevant KPI's as and when required.</li> <li>14. Provide support and technical advice to relevant officers across the Council in developing and implementing effective projects and programmes and support managers to embrace an ethos of continuous improvement.</li> <li>15. Actively promote and represent the interests of the Council in relation to service activities and policies at local, regional and national level, as appropriate.</li> </ol>		

16. Attend and contribute to relevant committees, meetings and seminars and participate in task groups as required.
17. Ensure compliance with organisational requirements for Data Protection, Risk Management, Safeguarding, Health & Safety and other legal and statutory requirements along with best practice and general duty of care.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

Physical requirements:	Sedentary office work with occasional need to stand, walk, lift and working at height on scaffolding
Transport requirements:	Travel to external appointments, work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion
Working patterns:	Normal office hours but flexi hours may apply if colleagues provide cover. Possible attendance at evening meetings
Working conditions:	Office based with frequent site visits including visits to building sites and both occupied and unoccupied domestic properties

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**PERSON SPECIFICATION**

<b>Post Title:</b> Retrofit Assessor	<b>Director/Service/Sector:</b> Housing & Public Protection	Ref: 4081
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<p>Hold, or working towards a Level 3 Diploma in Domestic Energy Assessment.</p> <p>Hold, or working towards a Level 3 Award in Energy Efficiency and Retrofit of Traditional Buildings.</p> <p>A good understanding of building principles and service systems.</p> <p>Working knowledge of building maintenance, planning regulations and relevant health and safety legislation.</p> <p>Knowledge of relevant policies, procedures, trends, developments and best practice.</p> <p>Commercial awareness and an understanding of the relationship between costs, quality, customer care and performance.</p> <p>Evidence of continued professional development.</p>	<p>Level 5 Diploma in Retrofit Coordination and Risk Management.</p> <p>Understand the diverse functions of a large complex public sector organisation and the relevant professional issues.</p>	A/I
<b>Experience</b>		
<p>Experience of a recognised domestic energy model, for example, RDSAP, SAP or PHPP</p> <p>Good financial awareness and experience of budgeting and financial procedures.</p> <p>Experience of building surveying including identify defects and proposing reliable solutions.</p> <p>Experience in developing and maintaining excellent collaborative relationships with all relevant internal and external stakeholders.</p>	<p>Sustainability and energy efficiency industry experience</p> <p>Experience of working as a building professional within both the private and social housing sector.</p> <p>Experience in carrying out retrofit works in domestic settings.</p>	A/I
<b>Skills and competencies</b>		
<p>Ability to apply an analytical and solution-based approach to energy performance.</p> <p>Ability to develop and influence others, effectively expressing views using appropriate means depending upon the audience.</p> <p>Good numerical, analytical and data skills.</p> <p>Persistence in applying a methodical approach to problem solving and root cause analysis.</p> <p>Confident in reporting and presenting to internal and external stakeholders.</p> <p>Proficient in the use of a wide range of Microsoft Office 365 applications including Word, Excel and Outlook.</p> <p>Successful achievement and personal commitment to delivering excellent services to customers.</p> <p>Proven record of excellent people skills, including good communication and interpersonal skills.</p> <p>Is an effective advocate for the service both internally and externally.</p> <p>Maintains a professional demeanour in stressful and difficult situations.</p>	<p>Advanced skills in Microsoft Office and MS Projects</p>	A/I

Good negotiation and communication skills and able to persuade others to adopt an alternative point of view. Ability to work independently and to take initiative.		
<b>Physical, mental, emotional and environmental demands</b>		
Generally, works from a seated position when in the office; however, there is a requirement to visit building sites and occupied domestic properties regularly, climb ladders and scaffolding and operate in poorly lit buildings. Need to maintain general awareness, with lengthy periods of enhanced concentration. Regular contact with public/clients in dispute/negotiation with the County Council		A/I
<b>Motivation</b>		
A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness and respect for others. Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated. Works with little direct supervision.		A/I
<b>Other</b>		
Able to meet the transport requirements of the post.		A/I

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits