

JOB DESCRIPTION: Domestic Energy Assessor & Retrofit Assessor

LOCATION: Head Office, Units 1-6, Old Station, Higham, Bury St Edmunds

REPORTING TO: Senior Operations Manager

The Company

Aran Insulation, part of Aran Group, is an award-winning, industry leading organisation striving to improve energy efficiency of homes throughout the UK. Passionate about improving quality of life and cost of living, the company's goal is to reduce carbon emissions of UK households. A dynamic company going through a growth and development period. Aran Insulation is committed to developing its staff through training and progression, giving them the tools and opportunities to excel.

Job Role

To carry out Technical Surveys/Retrofit Assessments and EPC Assessments on domestic properties for Aran Insulation Limited with high levels of accuracy to allow for Energy Efficiency works to take place safely and in properties which meet the required technical standards in line with PAS2030/2035, current building Regulations as well as our system supplier & certification body requirements.

The surveyor will be field based, typically working over the East of England and South East and will attend as required the Aran Group Head office, in Higham (typically weekly), the role is from 8am to 4:30pm Monday to Friday, however on occasions there will be a requirement to work outside these hours. Staff are required to attend occasional training courses, conferences and meetings that may necessitate staying away from home overnight. You must be DEA certificated and be a qualified Retrofit Assessor, who has good IT skills, and has a professional manner when dealing with both customers and colleagues. You will be provided with a company van and all tools and equipment, and on-site training will be given by some of our existing Assessors.

You will need to complete surveys in both the private and social housing sectors for Loft, Cavity, Room In Roof and Solid Wall Insulation. Experience of all Energy efficient measures including Air Source Heat Pumps & Solar PV would be a benefit but full training will be provided.

Key Responsibilities

- Assess properties for various energy efficiency measures and determine their suitability.
- Complete relevant technical surveys where applicable.
- Measure areas to establish material quantities.
- Assure safe access for installers and provide risk assessments highlighting any areas of concern.
- Explain the processes involved with the installation of measures and other matters such as ventilation.
- Complete and collect all grant and PAS data on systems provided by Aran, in line with relevant specifications and regulatory requirements.
- Provide pricing to customer where relevant (generally Loft and Cavity Wall works only).
- Advise customers on any other Energy efficiency works which may benefit them to reduce their energy bills and putting them in contact with the relevant department.
- Attend internal meetings as required.
- Keep accurate records of discussions or correspondence with customers on the internal
- Attend training courses as required and maintain regular CPD as per their accreditation scheme requirements.
- Carry out any other Employee Duties, which may be required by the business from time to time.

- Any other Ad Hoc Duties, which may be required by the business from time to time.

The Domestic Energy Assessor & Retrofit Assessor will be site based and will work 8am – 4:30pm however on occasions will be required to work outside these hours. Staff are required to attend occasional training courses, conferences and meetings that may necessitate staying away from home overnight. Staff will also be required to maintain their qualification by completing all relevant CPD as per their scheme requirements.

Person Specification

| Criteria | Essential | Desirable |
|---------------------------------------------------------------------|-----------|-----------|
| Experience / Knowledge | | |
| 1. Identifying different building constructions | ✓ | |
| 2. Identifying existing Energy Efficiency Measure (EEM's) | ✓ | |
| 3. Providing home owners with Energy Advice | ✓ | |
| 4. Identifying technical access/risks associated with EEM installs | ✓ | |
| 5. Identifying specifications required for install | ✓ | |
| 6. Current building regulation understanding (e.g. Ventilation) | | ✓ |
| Skills | | |
| 1. Communication Skills | ✓ | |
| 2. Administration Skills | ✓ | |
| 3. Strong literacy/written communications | ✓ | |
| 4. Driving Competency | ✓ | |
| 5. Professional behaviour | ✓ | |
| 6. Adaptable personality (to people and circumstance) | | ✓ |
| 7. Receptive to learning new skills | | ✓ |
| Qualifications | | |
| 1. Retrofit Assessor (Level 4 RA) | ✓ | |
| 2. Domestic Energy Assessor | ✓ | |
| 3. Traditional Building Retrofit Assessment (Pre 1900's b9lt-on) | | ✓ |
| 4. Heat Loss Calculation Level 3 (Air Source Heat Pump suitability) | | ✓ |

Note:

This is a description of the job as it is constituted at the date shown. It is the practice of Aran Insulation Limited to periodically examine Job Descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The MD, and management team of Aran Insulation Limited will conduct this procedure in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to your job description following consultation.

Description prepared by: Craig Thomson (Director Of Operations)

Date: 08/08/2024

Description approved by: Mark Randall (Managing Director)