

The Highland Council

Job Description

This position is open for re-training or redeployment and Apprenticeship

Service:	Development & Infrastructure	Section:	Energy & Sustainability
Job Title:	Senior Energy Inspector		
Grade and Salary:	HC7		
Location:	Inverness		
Responsible to:	EES Project Manager		
Job Purpose:	<ul style="list-style-type: none">▪ To work with the Energy Efficient (Highlands) Programme to support in the gathering and verification of system improvements in homes across the Highlands.• To provide professional and technical advice and information on all aspects of energy efficiency in homes and small businesses across the Highlands in relation to energy improvements.		
Key Duties and Responsibilities:	<ul style="list-style-type: none">▪ To provide professional and technical advice on energy efficiency and control in respect of the home energy improvements.▪ To carry out monitoring and evaluating the Energy Efficient Scotland programme throughout its lifetime to make sure we are on track to achieve its vision, aims and objectives.▪ Carry out survey work on homes and provide quantitative information on the home energy use.▪ Identify and investigate issues with the energy savings programmes and to support home owners. Provide tariff and heating control support.▪ To undertake monitoring and measuring outcomes to evaluate the impact the programme has on people and communities.▪ To assist and enable home owners to move forward on energy efficiency improvements with a support network in place that can check on progress, standard and results.▪ Attend and contribute to EES (Highland) meetings and report on performance.▪ To prepare detailed analysis of the improvement measures.		

- Prepare quality and quantifiable information is available and analysed to determine the benefits are achieved.
- Development and delivery of a 'hand-holding' service for the target markets.
- Liaise with contractors and suppliers on programmes and progress.
- To collate information on performance, breakdowns and maintenance of buildings services systems.
- To operate and monitor measuring systems for the Council.
- To investigate attitudes and feedback from site and services

Other Duties:

- The post holder may be required to undertake any other duties appropriate to the level of the post.
- Duties and responsibilities will vary from time to time.

Date:

July 2019

The Highland Council

Person Specification

This position is open for re-training or redeployment and Apprenticeship

Service:	Development & Infrastructure
Job Title:	SENIOR ENERGY INSPECTOR
Location:	Inverness (or other suited to working in the North Highlands or South Highlands areas)
Date:	July 2019

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following;

1. Minimum of SCOTVEC or SVQ in building or Engineering and 3 years relevant experience at a suitable level.
2. Ability to work with home owners and stakeholders in project delivery
3. Knowledge of control systems and BMS. Awareness of current energy management practices relating to the built environment
4. Experience in home energy systems and performance and the Scottish Government Energy Efficiency Programmes.
5. Knowledge of CDM Regulations, Energy Management, Energy Efficiency and Sustainability.
6. Able to evaluate information and identify solutions to the problems.
7. Able to communicate effectively at any level in an appropriate manner, both orally and in writing.
8. Able to work unsupervised and as a team member with other professionals.
9. Able to set targets, cope with competing deadlines and prioritise tasks.
10. Knowledge and use of computer programmes for design, simulation and energy management.
11. Valid driving licence.

Ideal Attributes

Ideally you will be able to provide evidence of the following;

1. A qualification in a trade, Electrical, Mechanical or Energy Engineering.
2. Enthusiastic with a self-motivated personality.
3. An interest in data modelling and analysis
4. An active interest in home energy efficiency

This position is open for secondment, re-training or redeployment and Apprenticeship and the specification stages are as noted below;

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following;

1. **This role is open to the development of a candidate to a professional grade.**

Starting qualifications will be higher-level school or university or practical qualification as indicated below;

- Associate or graduate membership of an appropriate engineering body will be required **after the first year.**
- Associate or full membership of an appropriate body is required after the **2nd year** along with Inspector status.
- Qualified inspector, data analyst or Clerk of Works, is required after the **3rd year.**
- Final level for Senior Inspector is qualified Inspector, trades qualification, or working towards clerk of works status and 2 years relevant experience in a suitable discipline.

Appointment can be made at any relevant position on the scale and will be tailored to experience and knowledge.

Modern Apprentice – Entry Level Grade

1.1 Education requirements

The postholder will be educated to a minimum of Higher Grade in core subjects including Maths, English and either Physics, Technological Studies or Engineering Science. The postholder must meet the minimum entry requirements for access to a part-time Construction Management HNC or Degree course within a Scottish College or University.

Must be computer literate with IT skills in Microsoft Office applications.

Experience of using computer databases.

An understanding of energy and renewables

Ability and willingness to participate in a structured training programme.

1.2 Skills and Abilities

A good understanding of buildings and construction

A good appreciation of customer care

A flexible and responsive approach to work

A good awareness of confidentiality and data security

A good awareness of Health & Safety

A good awareness of diversity and equality

Able to show how to manage and prioritise tasks

Good written and verbal Communication skills

A good appreciation of the post role and key duties

Able to show an ability to achieve high standards of work

Ability to work in a team and with others or individually on tasks

Ability to show problem solving skills

2. **Inspector Grade**

Proven experience in the execution of inspections and analysis of data and quality audits

Capable of administering contracts on site.

Competent inspector

Knowledge of CDM Regulations, Energy Management, Energy Efficiency and Sustainability.

Able to analyse high quantities of data

Able to evaluate information and identify solutions to the problems.

Able to communicate effectively at any level in an appropriate manner, both orally and in writing.

Able to work unsupervised and as a team member with other professionals.

Able to set targets, cope with competing deadlines and prioritise tasks.

Ability to travel to job locations.

Ideal Attributes

Ideally you will be able to provide evidence of the following;

1. BSc or degree level qualification in Construction Management or equivalent.
2. Clerk of Works status.
3. Tradesman
4. Enthusiastic with a self motivated personality.

Graduate Apprenticeship Template

Senior Energy Inspector

(GA/MA Framework)

Ideally combined with UHI – Construction Management degree

Stage 1	Stage 2	Stage 3	Destination Post
GA 1 SENIOR ENERGY INSPECTOR	GA 2 SENIOR ENERGY INSPECTOR	GA 3 SENIOR ENERGY INSPECTOR	SENIOR ENERGY INSPECTOR
(Grade HC03)	(Grade HC05)	(Grade HC07)	(Grade HC07)
(Spinal Point 9-13)	(Spinal Point 19-23)	(Spinal Point 29)	(Spinal Point 29-33)
<p>Main Duties: Trainees will be expected to follow routine working practices which indicate how the job is to be done and will apply existing rules and procedures to resolve routine problems, however guidance will be available as and when required.</p> <p>Trainees will be free to plan, organise and schedule their own work.</p> <p>Typically the trainee will obtain/give facts or information to help them or others to complete tasks through discussion, enquiries and/or interpretation and provide a support service to colleagues and/or customers and key stakeholders.</p> <p>Areas of Supervision: The initial phase is a fully mentored introduction to the role and will be directed in all activity. Sessions in</p>	<p>Main Duties: To support and assist with the day to day delivery of relevant team priorities, activities and projects.</p> <p>To assist with the development, management and to oversee energy projects.</p> <p>To assist with research and the preparation of specifications, technical information and relevant data that will introduce Technical Guidance Notes for use by Council staff and external bodies.</p> <p>To provide professional and technical advice and information on all aspects of Energy efficiency improvements to buildings, in line with the Council's Energy Efficient Scotland ABS</p>	<p>Main Duties: Assist in the preparation of quality management programmes for energy improvement projects and maintenance activities concerning home and non-domestic properties under ABS and other schemes.</p> <p>Prepare specifications for quality monitoring and management.. Carry out survey work, at times unaccompanied, to access the condition and standard of Energy Efficiency Systems services.</p> <p>Attend and contribute to Project Team meetings from feasibility through to project completion on site.</p> <p>Prepare quality reports, contractor reports and monthly project reports. Report on all</p>	<p>Main Duties: Lead on the preparation of quality management programmes for energy improvement projects and maintenance activities concerning home and non-domestic properties under ABS and other schemes.</p> <p>Prepare specifications for quality monitoring and management.. Carry out survey work, at times unaccompanied, to access the condition and standard of Energy Efficiency Systems services.</p> <p>Attend and contribute to Design Team meetings from feasibility through to project completion on site.</p> <p>Prepare quality reports, contractor</p>

<p>all Property sections will be arranged to provide grounding in the full range of functions and processes that are operated by the service.</p> <p>Initial development log will be maintained.</p> <p>Associate or graduate membership with an appropriate institute is required.</p> <p>Trainees will be required to demonstrate progression within the training scheme and relevant qualification.</p>	<p>To assist to manage Contractor quality inspections, provide briefing and performance review</p> <p>To undertake key attribute monitoring and assessment of the data collected.</p> <p>Areas of Supervision: Supervision or guidance for all tasks will be offered initially</p> <p>Support and advice will be available at all times during the day with daily and weekly reviews by the Project Manager or supervisory officer.</p>	<p>projects to the Project Manager and Energy & Sustainability Manager.</p> <p>Carry out supervision of contractors on site to ensure the work is completed on time, to budget and agreed quality standards and within current Health & Safety legislation. Ensure that failure by the contractor to comply with legislation is dealt with quickly and effectively.</p> <p>Produce a set of Technical Guidance Notes for all Engineering activities which encompasses both design and operations of energy efficiency systems.</p> <p>Implement a system of quality assurance that will ensure a consistency of application across all areas of Engineering design and operation. This will be consistent with QA procedures in the consultancy.</p> <p>Prepare Consultant briefs, undertake Consultant appointments, Liaise with and co-ordinate the work of external consultants including checking that consultants' drawings and other documents meet project</p>	<p>reports and monthly project reports. Report on all projects to the Project Manager and Energy & Sustainability Manager.</p> <p>Carry out supervision of contractors on site to ensure the work is completed on time, to budget and agreed quality standards and within current Health & Safety legislation. Ensure that failure by the contractor to comply with legislation is dealt with quickly and effectively.</p> <p>Produce a set of Technical Guidance Notes for all Engineering activities which encompasses both design and operations of energy efficiency systems.</p> <p>Implement a system of quality assurance that will ensure a consistency of application across all areas of Engineering design and operation. This will be consistent with QA procedures in the consultancy.</p> <p>Prepare Consultant briefs, undertake Consultant appointments, Liaise with and co-ordinate the work of external consultants including checking that consultants' drawings and other documents meet project requirements. Conduct design reviews of internal and external consultant work, ensuring standards</p>
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