

ROLE DESCRIPTION

Job Title	Retrofit Technical Officer
Salary Band	41-43
Reporting to	Home Energy Lead
Directorate	Pipeline Coordination
Service Area	North West Net Zero Hub
Political Restriction	Yes

1. Primary Purpose of the Post
<p>The Retrofit Technical Officer will join a team that provides advice to local government, registered providers of social housing, business and communities to support the North West's transition to Net Zero. They will lead on providing technical advice across all aspects of retrofit delivery (certification, measures, process and regulation) and manage a knowledge programme for stakeholders. Their primary focus will be on domestic buildings including social housing.</p> <p>The Technical Officer will be an expert in domestic retrofit including regulation and compliance, heating and energy efficiency and control systems. The Technical Officer will apply their extensive expertise of domestic retrofit to support partners of the NW Net Zero Hub to understand the challenge of decarbonisation. They will provide high quality, reliable, competent input on the strategy, prioritisation, planning and delivery of projects.</p> <p>The Technical Officer will support both public sector and housing organisations to plan and deliver retrofit projects as part of a wider social housing grant funded programme. They will promote best practice, share knowledge and engage with the regional supply chain for services and technology solutions. They will participate in a national network of other Hubs that are also developing best practice, standardisation and effective working practices across the sector.</p>
2. Your responsibilities
<p><u>Technical Assistance</u></p> <p>Act as a critical friend to provide advice on domestic retrofit in social housing including energy systems, heating, renewable technology.</p> <ul style="list-style-type: none"> • Provide technical advice on the retrofit process: including the PAS 2035 process and roles such as retrofit assessment, coordination and design • Provide technical advice on retrofit measures: including design, installation and maintenance advice • Support housing associations and public sector organisations with advice on procurement, regulation, certification and the retrofit process

Project Development

Support the development and delivery retrofit projects across the North West of England.

- Provide technical information and assess financial recommendations to justify the investment case for low carbon solutions.
- Provide evidence to enable internal decision making within public bodies
- Input into business case development, procurement and the delivery of work programmes as required including energy advice and best practice guidance.
- Support funding applications including applications to organisations operating on behalf of the Department of Energy Security and Net Zero and help mobilise successful projects.

Capacity Building

Work within a team to deliver the NW Net Zero Hub workstream and support related work across other priorities including heat networks and energy networks knowledge sharing programme for public sector and housing organisations involved in retrofit

- Build capacity in local government by preparing and presenting briefings and webinars to raise awareness of solutions and approaches share knowledge.
- Maintain good communications with key delivery partners especially Social Housing Providers, Local Authorities, Supply Chain organisations and public sector partners.
- Convene and attend specialist meetings with suppliers in the sector acting as a representative of NW Net Zero Hub
- Share knowledge on best practice.
- To support the North West Net Zero Hub to promote building decarbonisation retrofit to private businesses and communities.

Team Working

- Report to NW Net Zero Hub Programme Team and LCRCA Retrofit team for Warm Homes Social Housing Fund (WH:SHF)
- Collaborate with colleagues to build experience and capacity in the wider team
- Manage a large group of stakeholders involved in the Warm Homes: SHF project



3. General Corporate Responsibilities

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

PERSON SPECIFICATION

Job Title: Retrofit Technical Officer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
1.Relevant engineering, building or sustainable energy degree OR a HND/HNC or similar) with a minimum 3 years relevant experience. OR Level 5 Diploma in Retrofit Coordination with a minimum 3 years relevant experience	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
2.Relevant experience in retrofit or building services roles, this will vary depending on the qualifications as identified above.	D	A, I
3.Preference will be given to those with an understanding or interest in low carbon heating, renewable systems and domestic decarbonisation	D	A, I

Skills, abilities and personal attributes	E = Essential D = Desirable	Identified By
4.High personal motivation and willingness to go the extra mile for the team	D	A, I
5.Demonstrate an understanding of technical/ building and retrofit issues and to be able to identify solutions for low carbon transition from evidence-based processes	E	A, I, P
6.Ability to gather and synthesise information from a diverse range of sources and to generate clear reports and actionable summaries	E	A, I
7.Experience of working on retrofit grant programmes, and with social housing providers on retrofit	D	A, I
8.Ability to analyse and interpret data, recognising patterns and trends and drawing out Net Zero solutions	D	A, I, P
9.Ability to think creatively and propose well-judged ideas for changes and improvement.	D	A, I
10.Ability to communicate ideas effectively and to present work clearly	E	A, I, P
11.Ability to work with diverse internal and external stakeholders and to be flexible in your approach to optimise project delivery	E	A, I, P
12.Experience presenting and running stakeholder forums to support knowledge sharing and learning	D	A, I
13.Competent in ICT particularly Microsoft Office software	E	A, I, P



Commitment and Behavioural Competencies	E = Essential D = Desirable	Identified By
14.An understanding of and a personal commitment to the Vision and Aims of the Liverpool City Region Combined Authority and NW Region.	D	A, I
15.Ability to understand how your work contributes to the wider impact on local people, the city region, NW region and its economy	E	A, I, P
16.Personal commitment to providing a high-quality service.	D	A, I
17.Commitment to and understanding of equal opportunities	E	A, I
18.Willingness to work flexibly as and when required	E	A, I
19.Willingness to travel across the NW and nationally as appropriate	E	A, I

Key to Assessment Methods:

A - Application	I – Interview	P – Presentation	AC – Assessment
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