



Job Description

Post Title:	Retrofit Coordinator
Directorate:	Strategy, Integration and Net Zero
Reports to:	Retrofit Technical Standards Manager
Direct Reports:	0
Salary Band:	35-39

Key Relationships: RP consortium partners

Role Purpose

The Retrofit Coordinator will work within the SMART Hub retrofit delivery team to support retrofit projects across the West Midlands region, ensuring that proposed energy improvement measures are appropriate, risks are managed, and PAS 2035 compliance is achieved.

The role will primarily involve being responsible for undertaking retrofit coordination and risk management for retrofit work on homes participating within retrofit projects lead by the WMCA. A secondary area of responsibility is supporting partners on technical and procedural aspects of retrofit and helping to share and support development of best practice in this regard.

The role reports to the Retrofit Technical Standards manager, but will also work closely with WMCA retrofit assessors, households, the wider SMART Hub team, installation contractors, designers, local authorities, social landlords and customer journey support partners.

Responsibilities

- Prepare and/or commission PAS2035 compliant surveys and documentation including risk assessments and medium-term plans for domestic dwellings, effectively capturing all required information.

- Monitor, evaluate and administer projects, conducting regular review meetings and events as prescribed in grant award documentation to meet needs of each consortium and funding bodies
- Liaise with retrofit professionals including Coordinators, Assessors, Advisors, Designers, and Installers to ensure information is shared as appropriate and all parties are aware of their responsibilities under PAS 2035
- Monitor quality of retrofit installations and ensure relevant documentation required for PAS 2035 compliance and lodgement is submitted
- Undertake lodgement of work with Trustmark in accordance with PAS 2035 requirements
- Support households to understand retrofit options, and make informed choices in relation to their best interests, managing any concerns they may have in relation to the work
- Support social landlord partners with technical and procedural queries relating to retrofit and PAS 2035 compliance
- Undertake post-installation evaluation of work
- Collaborate with colleagues across the WMCA, partners and funders to resolve issues and identify system/process improvements
- Visit sites to review projects and present tool-box talks when necessary.

Person Specification

Experience	<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>		Assessment Method		
	E	D	App*	Int**	Other***
Experience in domestic retrofit projects	E				
Experience working in the social housing environment		D			
A good understanding of a range of building services systems - particularly heating, insulation and ventilation systems	E				
Experience in carrying out retrofit works in a domestic setting and experience of working with domestic refurbishment clients		D			
Previous quality assurance or compliance background		D			
Experience working as a Retrofit Coordinator	E				
Skills/Knowledge/Abilities	E	D	App	Int	Other
Effective organisational skills with the ability to priorities own workload to meet deadlines	E				
Ability to work effectively as part of a fast-paced team	E				
Able to make decisions effectively, using either own knowledge or available data	E				
Good analytical and presentation skills – written and verbal – and fluency in use of MSOffice office suite including Project (or equivalent)	E				

Good interpersonal skills, able to confidently persuade and inform key senior stakeholders and residents	E				
In-depth understanding of PAS2035, PAS2030:2019 and SAP/RdSAP	E				
Construction industry experience such as working as a Contractor, Surveyor, Site Manager/Agent	E				
Awareness of Health and Safety in relation to retrofit and willingness to raise concerns where appropriate.	E				
In-depth understanding of retrofit risk identification and risk management on a wide range of properties	E				
Qualifications/ Professional Memberships	E	D	App	Int	Other
Level 5 Diploma in Retrofit Coordination and Risk Management	E				
Full driving license or evidence of ability to travel to site	E				
Level 3 certificate in Domestic Energy Assessment	E				
Retrofit assessor qualification	E				
SSSTS Site Supervisors Safety Course in Health and Safety		D			
Level 3 Award in Energy Efficiency for Older and Traditional Buildings		D			
Accreditation with Elmhurst		D			

* Application

** Interview

*** Details will be shared at interview stage

Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focused.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate

with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role.

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis.