

## ROLE PROFILE

<b>ROLE TITLE</b>	Project Surveyor
<b>DEPARTMENT</b>	Strategic Asset Management
<b>OPERATING ASSOCIATION/ DIRECTORATE</b>	Customer Services
<b>RESPONSIBLE TO</b>	Zero Carbon Project Manager
<b>RESPONSIBLE FOR</b>	N/A

<b>ROLE PURPOSE</b>	
<p>To be part of a team to deliver our sector leading net zero carbon strategy and assist to drive energy performance improvement through implementation of solutions to reduce carbon and increase energy efficiency through improvements and installation of renewable measures.</p> <p>As a qualified property professional and a subject matter expert on energy efficiency of residential buildings, their design and performance, you will be able to support the Zero Carbon &amp; Energy Strategy Manager to carry out site surveys, and using your technical knowledge, to specify and recommend best measures and build deliverable work packages.</p> <p>To have an understanding of the procurement process and to support the Zero Carbon &amp; Energy Strategy manager in building a supply chain for work packages that drive value for money through understanding volumes and work packages required over the long term.</p> <p>Display a right first time attitude to service delivery and ensure that the safety of our customers is maintained at all times.</p>	

<b>ACCOUNTABILITIES / RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Working closely with the Zero Carbon &amp; Energy Strategy Manager to develop and deliver our sector leading net zero carbon strategy.</li> <li>• To assist the Zero Carbon &amp; Energy Manager in utilising the RdSap targeting software to enable in-depth analysis and modelling to predict and identify the improvement of energy efficiency in our stock by measuring the impact of various key measures to individual assets to realise the maximum results for reducing carbon emissions using the most cost effective delivery model.</li> <li>• Using your technical knowledge, you will carry out site surveys to validate and specify any proposed works based around energy efficiency and recommend best measures, assisting</li> </ul>	

the Zero Carbon & Energy Manager to be able to build deliverable work packages in the most efficient and cost effective manner.

- To manage any pilot schemes to test innovative internal and external insulation systems and Passive House Systems to enable us to gather product intelligence both on cost, performance and reliability. This will involve procurement, pre-contract works, health & safety & risk assessments, cost analysis, on site client management, customer engagement & liaison and monitoring customer energy costs pre and post works.
- To be aware of any existing products and to undertake comprehensive research of any new innovative products to market.
- To assist the Zero Carbon & Energy Manager ensure all legislative policy requirements are met (for example Fuel Poverty Regulations impose an obligation to achieve EPC C by 2030).
- Engage with members of the Strategic Asset Management Team to understand the implications of the zero-carbon strategy with other key ongoing objectives such as Orbit Quality Standards, Densification and financial viability of assets through QIP.
- To work with the procurement team and capital delivery in tendering a supply chain to deliver work streams for the key stages/packages of work to deliver the Energy Strategy, ensuring we drive in maximum value for money and quality, as well as maximising on any funding opportunities available.

**KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS**

<p>Essential</p>	<ul style="list-style-type: none"> <li>• Qualified Domestic Energy Assessor (DEA) or a Certified Retrofit Co-ordinator, or equivalent work experience</li> <li>• 2+ years industry experience</li> <li>• Experience of running small value projects, to include pre contract and post contract administration.</li> <li>• Knowledge of carrying out dynamic assessments to establish what specific measures are required</li> <li>• A knowledge of environmental and property legislation, focusing on housing is essential.</li> <li>• A high degree of initiative, resourcefulness, flexibility and a self-motivating approach.</li> <li>• Ability to communicate clearly and effectively through oral and presentational skills as well as excellent writing skills.</li> <li>• Good team working and leadership skills.</li> <li>• Experience of using a range of I.T. packages (including Excel, Access, Word etc.)</li> <li>• A high performing self-starter, able to motivate both themselves and others in the Strategic Asset Management team.</li> <li>• Ability to travel</li> </ul>
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Orbit requires all employees to read and adhere to Health and Safety policies and procedures

Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.

Signed by Employee		Date	
Signed by Manager		Date	