

# Join the Team

<b>Job Title</b>	<b>OCDEA/NDEA Energy Assessor</b>
<b>Salary range</b>	<b>Commensurate with experience</b>
<b>Staff Group</b>	<b>Consultancy &amp; Engineering</b>

## ROLE SUMMARY

Do you want a job working for a market-leading organisation that offers an outstanding basic salary, great benefits package and fantastic career progression whilst working with a dynamic and successful team set in a stunning countryside location?

We are a market-leading compliance organisation in the Construction Industry looking for an experienced Energy Assessor to join our amazing team. We operate throughout the UK and work with residential, commercial and public sector clients.

We are a diverse team with a strong drive to create an outstanding service level that is second to none. Our belief is to aid the design process and create an environment that is focused on the quality of living by utilising our expertise within the industry and delivering a service that will aid developers in an ever-changing industry. Due to the responsibilities of this role we are looking for a candidate with experience in a similar position.

Based in an idyllic setting on the Cambridgeshire/Hertfordshire border, this is a fantastic opportunity for the right candidate and we will remunerate accordingly. As well as a very generous basic salary, we also offer a generous holiday package which increases over time, opportunity to win meals out, vouchers the list is endless and all for just doing your job!

<b>Energy Assessments</b>	<b>50%</b>
<ul style="list-style-type: none"><li>• Undertake SAP assessments and calculations</li><li>• Undertake SBEM assessments and calculations</li><li>• Deliver sustainable design advice to clients</li><li>• Produce Energy Statements for Planning</li><li>• Liaise with clients, planning dept, building control, etc.</li><li>• Give technical advice and support to clients.</li><li>• Attend design team meetings</li><li>• Contribute ideas of innovation in the energy sector and how ATSPACE can capitalise. We like ideas.</li></ul>	
<b>Supplementary Support</b>	<b>20%</b>
<ul style="list-style-type: none"><li>• Generation of water efficiency reports.</li><li>• Modelling envelope measurements taken from architectural drawings.</li></ul>	
<b>Administration</b>	<b>30%</b>
<ul style="list-style-type: none"><li>• Maintaining the CRM system to ensure data quality.</li><li>• Organising the assessment workload to ensure the timely delivery of reports and results to clients.</li><li>• Ensure all emails and phone call enquiries are answered in a timely and professional manner.</li><li>• Ensure all reports are sent to clients without any delay.</li><li>• Ensure tasks are dealt with immediately to ensure smooth running of the business.</li></ul>	

## CANDIDATE PROFILE

This section details the essential knowledge, skills and experience we require for the role.

Education & experience	SAP and SBEM Qualified (Training can be provided if you don't have both qualifications). Google Sketchup experience would be great.
Specialist knowledge & skills	An appetite for learning is a must. Good organisation skills.
Interpersonal & communication skills	Must be able to demonstrate experience of good communication and interpersonal skills and know-how to have fun.
Relevant experience	Industry experience is a must.
Additional requirements	Full driving licence.
Desirables	At least 2 years full time employment experience in an office role.

## ROLE DETAILS

**Working pattern:** Monday to Friday

**Hours of work:** 8:00am – 5:00pm

**Length of appointment:** Permanent

**Probation period:** 3 months

**Annual leave:** 20 days plus public holidays

**Pension eligibility:** Yes

## SCREENING CHECK REQUIREMENTS

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. We will refuse any application if this cannot be provided.

## APPLICATION PROCESS

To submit an application for this vacancy, please send a Curriculum Vitae (CV) and cover letter to **Claire Sadler hireme@atspaceltd.co.uk**

# Join the Team

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At ATSPACE LTD we are proud to build on passion, we are a diverse team with a strong drive to create a level of service that is second to none. Our beliefs are to aid the design process to construct sustainable buildings, happy homes and create an environment that is focused on quality of living. By using our strong expertise within the building industry and delivering a service that will aid developers to buy into our beliefs and build in an ever-changing industry.

## What ATSPACE Ltd can offer you

### Excellent benefits

We reward those who are prepared to work with us with a good salary and generous performance-related bonus.

### A welcoming and inclusive environment

We will help you settle into your new role and working environment. You will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

### Development opportunities

We put this into practice by recruiting and promoting from within so that you can grow with us as we grow with you.

## Equality of Opportunity

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post.