

Employing council



Job Title	Commercial EPC Assessor
Grade	Newham PO6
Location	Newham and Havering. The post holder must be flexible and work across council sites which may include travelling to Brentwood

Accountable to	Commercial Property Manager
Job Purpose:	<ul style="list-style-type: none"> • Undertake EPC's for the Council's non-operational commercial property portfolio • To provide EPC advice and other associated functions and duties from time to time on properties • Maintain and update a record of all properties, their current rating, and works required to improve to both E and C ratings.
Specific Responsibilities	<ol style="list-style-type: none"> 1. The post holder will be required to work 35 hours a week, and occasionally outside 'normal' office hours/as required by their line manager. 2. Arranging EPC inspections with tenants, taking extensive record of the property including photos, plans, use class and reporting on overall condition 3. Carrying out EPCs with no direct supervision and advising on cost effective methods to achieving MEES 4. Where required, carry out cost analysis to ensure property achieve payback periods and advising budget holders 5. Update and maintaining EPC database and record system 6. The post holder has financial/resource responsibility for: <ol style="list-style-type: none"> a) Cost centre manager for a defined number of cost centres b) Control and use of the repairing budget 7. Office and onsite working including traveling to Havering as and when required 8. Attend regular meetings as required to discuss progress 9. Actively identify and build new partnerships and supply arrangements to secure best value for the council for associated MEES improvement works 10. Other ad-hoc duties in relation to the EPC project
General	<ul style="list-style-type: none"> • oneSource is committed to and champions equality and diversity in all aspects of employment and service provision. All employees are expected to understand and promote this approach in their work. • Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately • Deal with any Safeguarding issues that might arise, in line with the Council's policies and procedures.

	<ul style="list-style-type: none">• Comply with Health and Safety Regulations associated with your employment.• Be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of all personal data held on such systems and ensure that all processes comply with this.• To treat all information acquired through your employment, both formally and informally, in strict confidence.
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Newham - Person Specification

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

	Criteria	Method of assessment
Able to demonstrate and evidence a highly developed Competence in:	<ul style="list-style-type: none"> Accredited non-domestic EPC assessor capable of carrying out Level 4 and 5 assessments Full UK driving licence and access to car Experience in inspecting/surveying a wide range of buildings Provide professional and senior level advice and recommendations to the Council to enable decision making 	<p>A/I A/I A/I A/I</p>
Able to demonstrate and evidence Knowledge and experience in	<ul style="list-style-type: none"> Understanding of MEES Knowledge of EPC exempt properties and Able to advise on cost saving methods of improvement Able to prepare measured plans Good working knowledge of Microsoft Office and IT applications, spreadsheets and database 	<p>I I I A/I A/I</p>
Behaviours and personal qualities	<ul style="list-style-type: none"> Ability to work to demanding timescales in a pressurised environment and successfully manage conflicting priorities Ability to communicate clearly and concisely, both orally in writing and prepare reports Ability to understand complex issues and use innovative thinking toward problem solving and taking decisions 	<p>A/I A/I A/I</p>

A - Application

I - Interview