

Northumberland County Council

JOB DESCRIPTION

Post Title: Retrofit Designer		Director/Service/Sector: Climate Change, Improvement and Innovation Service		Office Use JE ref: 4083 HRMS ref:
Band: 8		Workplace: County Hall, Morpeth		
Responsible to: Senior Retrofit Coordinator		Date: May 2023	Manager Level:	
Job Purpose: To prepare the design and specification information for energy efficiency measures included in domestic retrofit projects within Northumberland, in accordance with PAS2035:2019				
Resources	Staff	Management of external consultant and contractors. Will also have project delivery responsibility on projects commissioned with external consultants, directing, critiquing, challenging, and instructing the work undertaken by these consultants to ensure the Council's property specification and standards are delivered.		
	Finance	Contributing to the efficient and effective running of the Council's domestic retrofit programme, projects and service review team, responsible for significant budgets >£1m.		
	Physical	Maintain and operate key programme and project systems. Expected to frequently work away from the normal office location and will regularly deal with residents in their homes. Shared responsibility for the development of retrofit policies and procedures and the delivery of services that have a significant impact upon service users for the general wellbeing and safety of those who use the service and the general public.		
	Clients	Ensure compliance with relevant legislation, council policies and procedures.		
Duties and key result areas: <ol style="list-style-type: none">1. Lead on the preparation, planning and design and specification information for energy efficiency measures to be included in domestic retrofit projects within Northumberland, in accordance with PAS2035:2019 and including materials, products, processes and standards as appropriate to the relevant Path.2. Ensure that designs and specifications are prepared in sufficient detail for contractors and installers to work from and consider the condition of the existing building, the agreed scope of the project, intended outcomes, agreed performance targets, budget, the assessment of the dwelling, conditions imposed by the Local Authority and the ventilation assessment.3. Ensure that specified materials and products are compatible with the building and with each other and work as an integrated system, where appropriate.4. Ensure that designs include appropriate provision for the management of moisture within the construction, the dynamic equilibrium between the internal and external relative humidity and the moisture content of construction materials and specify materials as appropriate and in accordance with BS 5250.5. Ensure that designs include combinations of measures that are compatible and consider the adequacy of existing ventilation and include a specification for upgrading the ventilation as appropriate to the energy efficiency measures included within the retrofit project.6. Produce construction details, relevant to the measures included within the project, for the corners, junctions, and edges of the affected building elements, and for all junctions with other building elements as appropriate to the Measures Interaction Matrix and in accordance with PAS2035:2019.7. Identify the relevant technical standards for the energy efficiency measures included within retrofit projects and specify their application to the work that is subject to the design.8. Ensure the retrofit design information specifies the sequence of installation of the energy efficiency measures.9. Liaise with building owners, Retrofit Coordinators, Retrofit Assessors, Retrofit Advisors and Retrofit Installers to ensure effective end-to-end project management.10. Write associated reports or briefing notes relevant to energy efficiency within housing and deliver the presentation of results as required.11. Assist in the development of relevant Housing policies to ensure the thermal performance of the Housing stock and opportunities for improvement are considered in all areas.12. Keep abreast of amendments and updates to all relevant legislative and best practice guidance.				

13. Develop and provide training for relevant stakeholders, both internal and external, to raise awareness of energy efficiency measures and ways to reduce carbon emissions within housing.
14. Develop and maintain positive collaborative relationships with all relevant internal and external stakeholders to ensure the successful delivery and implementation of projects within deadlines, reporting on all relevant KPI's as and when required.
15. Provide support and technical advice to relevant officers across the Council in developing and implementing effective projects and programmes and support managers to embrace an ethos of continuous improvement.
16. Actively promote and represent the interests of the Council in relation to service activities and policies at local, regional, and national level, as appropriate.
17. Attend and contribute to relevant committees, meetings and seminars and participate in task groups as required.
18. Ensure compliance with organisational requirements for Data Protection, Risk Management, Safeguarding, Health & Safety, and other legal and statutory requirements along with best practice and general duty of care.
19. Manage delegated budgets for the provision of services within the post-holder's remit.
20. Establish and follow best practice in risk management, including safeguarding, throughout the Service.
21. Work in partnership with other Services Managers to review and change specifications based on performance reviews.
22. Provide briefs for feasibility studies and cost check exercises for projects for possible inclusion in future investment programmes.
23. Carry out any other duties that are commensurate with the general level of responsibility of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Sedentary office work with occasional need to stand, walk, lift and working at height on scaffolding
Transport requirements:	Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion
Working patterns:	Normal office hours but flexi hours may apply if colleagues provide cover. Possible attendance at evening meetings
Working conditions:	Office based with occasional site visits including visits to building sites and both occupied and unoccupied domestic properties

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PERSON SPECIFICATION

Post Title: Retrofit Designer	Director/Service/Sector: Improvement and Innovation Service	Ref:
Essential	Desirable	Assess by
Qualifications and Knowledge		
<p>Degree level or equivalent standard of education gained through a portfolio of professional experience.</p> <p>Architectural Technologist (MCIAT) or Architect (ARB) or professional member of the Chartered Institute of Building (MCIOB) or Chartered Building Surveyor (MRICS or FRICS only) or working towards such a qualification.</p> <p>Hold professional membership of CIAT, CIOB, AABC, RIBA, RSAW, SUAE, RICS or RIAS.</p> <p>Working knowledge of building principles, maintenance, planning regulations and relevant health and safety legislation.</p> <p>Knowledge of relevant policies, procedures, trends, developments and best practice.</p> <p>Commercial awareness and an understanding of the relationship between costs, quality, customer care and performance.</p> <p>Evidence of continued professional development.</p>	<p>Accredited or certified in building conservation.</p> <p>Understand the diverse functions of a large complex public sector organisation and the relevant professional issues.</p> <p>Level 5 Diploma in Retrofit Coordination and Risk Management or Chartered</p>	A/I
Experience		
<p>Experience of working as a building professional within the private or social housing sector.</p> <p>Experience of preparing detailed designs and specifications.</p> <p>Good financial awareness and experience of budgeting and financial procedures.</p> <p>Experience in developing and maintaining excellent collaborative relationships with all relevant internal and external stakeholders.</p>	<p>Sustainability and energy efficiency industry experience.</p> <p>Experience of building surveying including identify defects and proposing reliable solutions.</p> <p>Experience in carrying out retrofit works in domestic settings.</p> <p>Experience of a recognised domestic energy model, for example, RDSAP, SAP or PHPP. (Moved from Essentials)</p>	A/I
Skills and competencies		
<p>Highly proficient in AutoCAD.</p> <p>Ability to apply an analytical and solution-based approach to energy performance.</p> <p>Ability to develop and influence others, effectively expressing views using appropriate means depending upon the audience.</p> <p>Excellent numerical, analytical and data skills.</p> <p>Proficient in the use of a wide range of Microsoft Office 365 applications including Word, Excel and Outlook.</p> <p>Successful achievement and personal commitment to delivering excellent services to customers.</p> <p>Proven record of excellent people skills, including good communication and interpersonal skills.</p>	<p>Advanced skills in Microsoft Office and MS Projects</p>	A/I

Is an effective advocate for the service both internally and externally. Maintains a professional demeanour in stressful and difficult situations. Good negotiation and communication skills and able to persuade others to adopt an alternative point of view. Ability to work independently and to take initiative.		
Physical, mental, emotional and environmental demands		
Generally, works from a seated position when in the office; however, there is a requirement to visit building sites and occupied domestic properties regularly, climb ladders and scaffolding and operate in poorly lit buildings. Need to maintain general awareness, with lengthy periods of enhanced concentration. Regular contact with public/clients in dispute/negotiation with the County Council		A/I
Motivation		
A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness and respect for others. Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated. Works with little direct supervision.		A/I
Other		
Able to meet the transport requirements of the post.		A/I

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits