

CAREERS AT CERTSURE

Job Title:	Area Engineer
Location:	Field Based – Various locations across the UK – Working within an area with the requirement for home working for administrative tasks on a regular basis
Salary:	Competitive salary plus excellent benefits
Hours:	Full time Although this role is advertised as a full-time role which is contracted to work 35 hours each week, we'd be happy to consider part-time working. We're flexible as to how we can approach this in a way that works for both you and Certsure, therefore please don't hesitate to contact us for further information, or if you'd like to speak to someone to discuss this in more detail.
Contract:	Permanent with a 6 month probationary period

About the role...

We have exciting opportunities for Electrotechnical Area Engineers to cover various locations across the UK. The Area Engineer is responsible for building and developing relationships with potential applicants seeking registration, and engage with various other professional bodies and stakeholders to promote the many services offered by Certsure. The Area Engineer will undertake periodic assessments across Certsure for all customers registered under Certsure's electrotechnical schemes to assess their work, resources and ensure they comply with the rules and technical requirements relating to enrolment. The post holder will be expected to work independently in accordance with instructions and guidance contained in procedural manuals.

About the company...

Certsure offers industry-leading certification services, Building Regulations schemes, products and support to the construction industry. We are dedicated to providing professional services and certification to a wide range of customers across the building services sector. Our products and services are delivered through the marketing-leading brand NICEIC. Quality is the foundation of everything we do and as a result, many of our products are Government-recognised and United Kingdom Accreditation Service (UKAS) approved. From the technically excellent assessors to service advisors who really "get" our customers – we are always on the lookout for talented people to join our team.

What you'll be doing...

- Undertake a weekly programme of visits, to be centrally scheduled by a member of the administration team
- Conduct assessments of Certsure customers / contractors ensuring the necessary compliance to the competent person scheme rules

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- Undertake assessments of applicants for registration and conduct assessment visits in other geographical areas, as requested
- Make recommendations concerning approval, continued registration, deferment or rejection and compile all documentation required by the appropriate procedures
- Build relationships with Certsure customers whilst providing an excellent service to them
- Respond to technical and related enquiries from registered contractors, local authorities and others about the implementation of BS 7671 and related BS codes of practice
- Assist in the training of newly appointed Area Engineers, as requested
- To comply with the requirements of the Health and Safety Policy
- To undertake any other duties as appropriate within their competence, as required by their line manager

What we're looking for...

Essential

- High level of technical competence over a wide range of electrical installations
- Detailed knowledge of BS 7671 and related codes of practice
- Report writing, numeracy and IT skills, in particular Microsoft Office Suite
- Personable and communication skills with the ability to build excellent relationships at all levels
- Excellent customer service skills – can recognise the customers' needs and strives to deliver the best level of customer service
- Excellent time management skills with ability to prioritise workload and meet deadlines
- Knowledge of accreditation criteria
- Full driving license
- Ability and commitment to follow Certsure's Behaviours for Success
- Ability to work collaboratively across all areas of the business
- Takes ownership and personal responsibility for own learning and development

Desirable

- Knowledge of accreditation criteria
- Corporate membership of the IET/CIBSE
- HNC in engineering or equivalent
- Vocational Assessor qualifications
- Adult Teaching qualifications

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What we offer you...

- 25 days annual leave (pro rata for part time)
- Up to 3 flexi-days each year (pro rata for part time)
- Special domestic leave of up to 5 days each year (pro rata for part time)
- Learning and development opportunities
- Pension scheme
- Life Assurance
- Private healthcare
- Employee Discount platform
- Loyalty days
- Loyalty awards
- Employee Recognition
- Refer-a-friend scheme
- Free eye tests
- Bike loan scheme
- Company car / car allowance
- Home Office Allowance and Home Office Equipment Reimbursement budget

Find out more about us...

Websites: www.certsure.com or www.niceic.com

Twitter: @officialNICEIC

LinkedIn: <https://www.linkedin.com/company/niceic>

Facebook: <https://www.facebook.com/NICEIC/>

Instagram: <https://www.instagram.com/officialniceic>

How to apply...

If you think this is the job for you, then we'd be delighted to hear from you!

Please send your CV and a covering letter to vacancies@certsure.com.

We're unable to respond to all applicants due to the high volumes of CVs we receive. Therefore, if you don't hear from us, unfortunately this means you've been unsuccessful on this occasion.