

# CAREERS AT CERTSURE

<b>Job Title:</b>	Area Engineer
<b>Location:</b>	Field Based – Various locations across the UK – Working within an area with the requirement for home working for administrative tasks on a regular basis
<b>Salary:</b>	Competitive salary plus excellent benefits
<b>Hours:</b>	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.
<b>Contract:</b>	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 and MCS Electrotechnical Technologies (Photovoltaic and Energy Efficiency Storage Systems) to assess their work, resources and ensure they comply with the rules and technical requirements relating to enrolment.

The Area Engineer role will also include responding to technical enquiries from Certsure's customers and other, relating to BS 7671, related British Standards and other Industry Guidance and Codes of Practice, provide professional and technical advice to all Certsure's customers, the Customer Relations team, all other Certsure departments and relevant projects as required, to help promote the business.

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.



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## 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
- 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
- Enthusiasm to take ownership and personal responsibility for own learning and development.
- Ability to work independently or as part of a team.

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## Desirable

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

**What we offer you... If you'd like to find out more about the benefits we provide for our direct employees, just click on this link <https://niceic.com/about-us/careers/>**

- 25 days annual leave (pro rata for part time)
- Company car / car allowance
- Home Office Allowance and Home Office Equipment Reimbursement budget

## Find out more about us...

Websites: [www.certsure.com](http://www.certsure.com) or [www.niceic.com](http://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](mailto: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.