

OCDEA Technical Advisor

Department	OCDEA (On construction)	Start	ASAP
Location	Lutterworth/Hybrid At least 3 days in office after probation period.	Reporting to	OCDEA Manager
Hours	37.5 Hours per week Mon-Fri (9am-5pm)	Salary	Dependant on industry knowledge and experience £25,000 to £26,000

About the Role

There has never been a more exciting time to work in the energy efficiency industry, and Elmhurst is leading the way as the UK's largest training and accreditation provider for Energy Assessors. Due to our continued growth, we are seeking a new team member to the OCDEA Support team.

Our Technical Consultants deliver the highest level of professional and quality support to our members through experience and knowledge of the energy assessment industry. The support we are able to offer our members is a vital component of our organisation's ongoing success.

Energy Assessment offers an opportunity to make a positive impact on the world and working for Elmhurst provides a supportive and collaborative environment to do this.

The role is based at our Head Office in Lutterworth with opportunities for hybrid working. A minimum of 3 days in the office is required after probation period.

What can I expect to do in the role?

The main part of your role will be working as part of our OCDEA support team to proactively offer high level and consistent front line support to our members through the provision of excellent technical support mainly by telephone and email communications, to ensure that Elmhurst's products and services are understood by stakeholders. There will also be opportunities to get involved with other projects and help with auditing, training and events.

About you

People are what make Elmhurst great. It is the drive and commitment of our people that creates our success, which is why we focus on recruiting and developing the best talent.

Our Ideal candidate will have:



- ✔ Have a 'Can-Do' attitude, willing to go the extra mile to provide a positive customer experience
- ✔ Working knowledge of the Energy Assessment industry and EPCs.
- ✔ The role is technical so requires good attention to detail and ability to perform calculations
- ✔ A good communicator for verbal and written correspondence
- ✔ The ability to provide high levels of customer service in a busy technical environment
- ✔ Able to build good and positive working relationships with internal and external stakeholders
- ✔ A keen eye for detail

Preferred skills and qualifications:



- ✔ It would be great if you are already an experienced energy assessor – especially OCDEA
- ✔ Even better if you have experience of audits and training in the energy assessment industry
- ✔ You may have an interest in renewable energies and/or sustainable buildings
- ✔ The ability to maintain good working relationships in a team environment

Benefits

As well as being part of a great team, here are some of the other great benefits of being a part of the Elmhurst team.



Receive a competitive salary

Opportunities for growth in pay and a company bonus.



Putting your health and wellbeing first

Private medical cover and BUPA cash plan available for all your health needs.



Giving you opportunities to grow

We invest in our people and continue to deliver training to help them grow and develop.



Keeping things flexible with remote working opportunities

Depending on the role, we have adapted to accommodate a hybrid way of working.



Get some much needed me time

25 days holiday. Not enough? Get more with our holiday purchase scheme.



Regular parties, lunches and office pizzas

Our social committee ensures that work is fun with team activities, and days out.

Application process

- Please send your CV to HR@elmhurstenergy.co.uk with an introductory letter or email explaining why you are interested in the role and why you feel you are a great candidate.
- The first stage for successful candidates will be an initial 10 to 15 minute telephone or Teams conversation. This will cover the basics and make sure the role is what you are looking for and is worth pursuing further for both of us.
- Interview: Successful candidates will then be invited to attend an in person interview at our offices in Lutterworth with Sam Cantle our Head of Operations and Jason Hewins our OCDEA Manager. This will normally take one hour.