

Role profile

| | |
|--------------------|------------------------------------|
| Job title | Retrofit Assessor |
| Department | Compliance |
| Reports to | David Rigby, Retrofit Co-Ordinator |
| Job level | 4 |
| Review date | 09.01.2026 |

1 Role purpose

A summary of the core purpose and overarching responsibility of the role.

- | | |
|------------|---|
| 1.1 | This role involves managing multiple PAS2035 retrofit projects, assessing the energy efficiency of residential properties, and providing tailored recommendations for retrofitting heating, insulation, renewables and ventilation systems. |
|------------|---|

2 Key responsibilities of the role

A non-exhaustive list of the key role responsibilities and duties to be carried out by the post holder.

- | | |
|------------|--|
| 2.1 | To undertake retrofit assessments in accordance with PAS 2035 standard and the specification for the energy retrofit of domestic buildings. |
| 2.2 | To identify all energy efficient measures available at each address and recommend as part of your assessment. |
| 2.3 | Maintain accurate records. |
| 2.4 | Communicate effectively with installers, Coordinators, certification bodies, and accreditation schemes to resolve issues and uphold quality standards. |
| 2.5 | Ensure your continued professional development is kept up to date. |

3 General responsibilities

A summary of universal responsibilities and requirements of all roles across The Regenda Group.

| | |
|-----|--|
| 3.1 | To understand and support The Regenda Group's commitment to regenerating places and creating opportunities for people and to actively contribute to achieving this vision within the job role. |
| 3.2 | To ensure compliance with the Group's Health and Safety policies. |
| 3.3 | To support and uphold the Group's internal customer service standards. |
| 3.4 | To undertake relevant Continuing Professional Development applicable to professional bodies relevant to the role and be prepared to undertake training as directed by the Group. |
| 3.5 | To attend meetings and events as may be required from time to time at other Group offices and external locations which may not be easily accessible by public transport. |
| 3.6 | The post holder may be directed by their line manager to carry out other duties and responsibilities in line with his / her post, grade, skills, knowledge and experience. |

4 The Right Fit

A list of the desired skills, experience, knowledge and personal attributes to ensure individuals are 'the right fit' for the Company and the role.

| | |
|-----|---|
| 4.1 | Domestic Energy Assessor (DEA) Certificate |
| 4.2 | Retrofit Assessor CPD Certificate |
| 4.3 | Level 3 Award in Energy Efficiency for Older and Traditional Buildings |
| 4.4 | Previous experience of working in a Retrofit Assessor role |
| 4.5 | Previous experience of working on SHDF, LAD/HUG, ECO contracts |
| 4.6 | Hold ECMK accreditation and be competent on Corelogic software. |
| 4.7 | Strong understanding of PAS2030/PAS2035 standards, RDSAP, and expertise in energy efficiency measures, particularly heating, insulation, and ventilation systems. |
| 4.8 | Proficient in the use of Microsoft office suite. |
| 4.9 | Clean driving license |

5 Our values

The post holder must be able to demonstrate our values in the workplace.

| | |
|------------|--------------------------------|
| 5.1 | Customer centricity |
| 5.2 | High performance |
| 5.3 | Efficiency and value for money |
| 5.4 | One team |
| 5.5 | Ambition and dynamism |
| 5.6 | Openness and honesty |
| 5.7 | Communication |