

Job Description – Desk Top Auditor

THS Inspection Services Ltd

Job title	Desk Top Auditors – Newcastle/home based
Package	To £24,000
Reports to	Auditor Manager

Background

At THS, we pride ourselves on creating a great place to work for all our people, encouraging growth, collaboration, and forward thinking. We are looking for Desk Top Auditors, who will play a key role in our growth. We need the individuals to be incredibly organised, with great attention to detail, along with a willingness to learn and develop within the role. Adaptability is a key attribute as you will complete audits at all stages of the construction, and the focus of the audits will vary. THS can offer the Desk Top Auditors genuine opportunities for personal growth and progression, along with the reassurance that they are part of a successful trusted employer with a reputation in the market for quality work.

Job purpose

The Desk Top Auditors will complete audits on various work streams including submissions to RETROFITcheck and Technical Monitoring. The focus of the audits may be technical, health and safety or both. Audits may be required at various stages of construction i.e. pre-installation, mid-installation and post-installation.

Desk Top Auditors are required to achieve productivity targets, manage their own workload and report safety issues as appropriate.

Duties and responsibilities

The Desk Top Auditor will be responsible for the following areas:

- Health and Safety – adhere to the THS Health and Safety policy at all times.
- Quality – providing excellent quality on site audits and great customer service.
- Clear communications with customers and colleagues.
- Completing desktop audits on a regular basis, providing detailed feedback for our customers.
- Reporting audit results promptly – using bespoke systems to input audit results, including clear comments.
- Timelines – adhere to timelines and Client service level agreements for all audits.
- Achieve all KPIs set by the management team.
- Reporting safety issues as appropriate within specified timelines and reporting structures.
- Training and certifications – ensure that all appropriate training and certifications necessary to complete technical audits are kept up to date. Actively seek training to broaden existing knowledge base and keep up to date with industry changes.
- Being a brand advocate, living up to the THS values at all times.

Qualifications / Experience

Essential qualifications/experience include:

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- Must be able to demonstrate the ability to meet and/or exceed the duties and responsibilities set out above, particularly clear written and oral communication and attention to detail.
- Minimum 3 years relevant industry experience in domestic energy efficiency.
- Good IT skills
- The ability to interpret detailed information to justify decision-making
- ACoPS certified in Gas Safety Awareness

The following would be beneficial, but not essential:

- DEA qualification
- Retrofit Assessor Qualification
- Retrofit Co-ordinator Qualification
- Current or previous relevant qualification in gas, electric or renewable heating;
- Experience of auditing, inspecting or supervising energy efficiency works.
- Insulation System manufacturers training (where applicable)

Working conditions

The role may be office or home based and travel maybe required to attend regular training. Requiring occasional overnight stays away from home.

Working Hours: Although largely customer led, standard working hours are Monday to Friday, 9am to 5pm. Some overtime and weekend working may be required

Apply

For more information please call Carole Hepburn on 07885 258024, or email her at carole.hepburn@thsinspections.co.uk. Please send an up to date copy of your CV to carole.hepburn@thsinspections.co.uk
