

Job Description – Field Auditor

THS Inspection Services Ltd

Job title	Field Auditor – UK wide
Package	To £28,000 + electric vehicle
Reports to	Field Audit 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 Field Auditors, who will play a key role in our growth. We need the person to be a clear communicator, with the ability to provide an excellent service to customers, taking pride in their work and having a sense of satisfaction in a job well done. Attention to detail is vital along with a willingness to learn and develop within the role. THS can offer the Field Auditor 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 Field Auditor will complete on-site audits and quality checks for various work streams, primarily focusing on the domestic energy efficiency sector.

The focus of the audits may be technical, health and safety or both. Audits may be required at various stages on construction i.e. pre-installation, mid-installation and post-installation.

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

Duties and responsibilities

The Field 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.
- Diary management – booking appointments and setting customer expectations.
- Clear communications with householders, customers and colleagues.
- Completing site 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 and photos.
- 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.
- Participation in internal company health and safety audits and consultations.
- Being a brand advocate, living up to the THS values at all times.

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Qualifications / Experience

Essential qualifications/experience include:

- 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.
- Relevant industry experience in domestic energy efficiency.
- A relevant health and safety qualification.
- ACoPS certified in Gas Safety Awareness
- Valid CSCS Site Visitor Card or equivalent
- DBS check
- Driving license (full UK)

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 conducting on-site health and safety audits.
- Industry specific training, e.g. Access Equipment, Asbestos Awareness, Risk Assessment.
- Insulation System manufacturers training (where applicable)

Working conditions

The role is field based and travel throughout a defined area is necessary. Travel throughout the UK will be necessary from time to time, including 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.

Physical requirements

Audits require a level of physical effort, e.g. operating small items of equipment and carrying ladders.

Direct reports

None

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
