

Job title:	HERS Officer
Reporting to:	Learning and Development Manager
Salary:	Competitive
Job location:	Field Based – National Role

Principle Responsibilities	<ul style="list-style-type: none"> • Undertake the role of HERS Qualified Supervisor • Undertake the role of HERS Authorising Officer • Undertake the role of Expert Witness for CBQ-NVQ evidence gathering • Undertake the role of ECS test invigilator • 121 coaching with individuals • Promote good practice
Key Tasks	<ul style="list-style-type: none"> • Visit worksites with operatives and gather evidence to enter into HERS and / or CBQ-NVQ portfolios. • Build and maintain portfolios for operatives. • Work with operatives and local management to gather evidence in an efficient manner to meet competency management needs whilst minimising impact to operational efficiency. • Audit / review portfolios, highlight shortfalls to operatives and management and agree action plans to resolve. • Assist in HERS, HESA, HEA and HPP audits. • Provide competency review / audit function to all Units and (possibly) external clients. • Work across all Units on competency verification-based topics. • Draft documentation (evidence portfolios) in line with UK and Ireland legislation, HERS standards and current practice
Skills, qualifications, and experience	<p>Essential</p> <ul style="list-style-type: none"> • Comprehensive experience of a variety of highways electrical operations. • Good communication skills • Time management. • Effective prioritisation and delegation. • IT knowledge. • Ability to work unsupervised. • Flexibility • Enthusiasm • Drive and determination • Ability to work in a team • Full Driving Licence • Wiling to travel with overnight stops when required. • On-going CPD to ensure up to date knowledge

	<p>Desirable</p> <ul style="list-style-type: none">• HERS Qualified Supervisor Course• HERS Authorising Officer Course• NVQ Level 2/3 in Highway Electrical Systems• PTLLS approved trainer• Communications, CCTV, VMS, and Environmental Monitoring Systems• Proven teamwork ability• Good people management• Analytical• Problem Solver
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The above lists are intended to be neither exhaustive nor exclusive.