



Creating great homes together

Role Profile

Position

Asset and Retrofit Project Officer

Reporting to

Energy Manager

What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- The team has direct influence in shaping Magna's asset investment agenda- meeting our Zero Carbon and Energy Efficiency targets and keeping our colleagues, customers and stakeholders safe.
- A varied workload, allowing in-depth understand of almost all aspects of the business.
- Being part of a fast paced, adaptable and highly collaborative environment.
- First class training & support to learn new skills that will set you apart.
- Working with talented and ambitious colleagues
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

What you are known for

- Prepared to go the extra mile, with a flexible approach to allow you to meet the future needs of the business.
- Passionate about all things related to energy efficiency, strategic asset management, data integrity and quality processes.
- Be curious and have new ideas that improve the work that Magna does.
- Communicate in an engaging, no-nonsense and informative way.
- Outcome orientated in problem solving to ensure that the job is done right, first time.

What you take care of

- This is a key role in helping Magna deliver its purpose of creating great homes together.
- As Retrofit moves from pilot projects into the realm of business as usual, many departments in Magna are affected. This role is to understand which areas of the business cross into the retrofit space in any way and to work across teams to ensure that Magna has all the data, processes, procedures, safeguards and insights that it needs to ensure that retrofit is successfully and seamlessly integrated.
- In addition, the work of the Asset Officer (Energy) will be incorporated into this role. This includes administrative duties around our other energy efficiency programmes, customer liaison and scheduling of energy surveyors and other tasks related to administering retrofit programmes

What you need to be successful

- You will be responsible for identifying every aspect of the business that is affected by retrofit, so a good understanding of the different departments and their roles is important.
- You will need meticulous attention to detail, to ensure that quality data is gathered, processed and analysed to ensure good outcomes across the business
- You will need to engage with all areas of the business with a 'one team' approach, that builds and maintains relationships with our customers and colleagues.
- You will have excellent system knowledge with good technical skills, especially regarding the zero carbon and energy efficiency agendas and how they affect the rest of the business
- You will continue to engage with customers, colleagues and contractors to deliver the Retrofit and Energy Efficiency works in our planned cycles as with the existing Asset Officer role

Qualifications required

Applicants with transferrable skills are encouraged to apply.

- Prior and relevant work experience is required. Knowledge of Retrofit processes (PAS2030 and PAS2035) and/or a Level 2 Retrofit Awareness qualification is advantageous.

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