

### Retrofit Coordinator

**Reporting To:** Head of Delivery

**Deadline & Term:** ASAP, Permanent, Full Time

**Package:** 34k-40k per annum DOE + Performance Related Pay or Options Scheme

**Location:** London (Wandsworth)/ Newcastle (North Shields) Remote Working

**Travel:** Some travel required based on project and to visit head offices.

We are looking to recruit an experienced RETROFIT COORDINATOR to join our growing team. Q-Bot operates UK wide and this role will be focused on Retrofit projects that involve underfloor insulation.

Q-Bot is a fast-growing robotics and AI company based in London and Newcastle working with social landlords and homeowners across the UK. We use robots to install underfloor-insulation with a polyurethane (PU) foam developed and certified for this application. The robot is inserted under the floor through an access hatch or air vent, surveys the void and condition of the floor, if suitable sprays an expanding insulation foam to the underside of the floor, and finally records the install to verify the area and depth of insulation applied.

As a Retrofit Coordinator you will join Q-Bot's operation's team to take a lead on the retrofit processes of dwellings chosen to have Q-Bot's Underfloor Insulation installed using our robots. The role can be remote or hands on depending on your most effective way of working, with both on-site and off-site training with a view of gaining growing independence. You will work closely with Q-Bot's team of Retrofit Assessors and will assist with ventilation strategies and retrofit designs as well as compliance.

This position is based in London or Newcastle with a possibility of remote working.

#### Key Responsibilities:

- Deciding what is the most efficient portal / method of lodging installs under the PAS 2035 framework
- Protect the client's and the public's interest, ensuring that projects are safe, high quality and performing to their maximum potential
- Oversee the retrofit process from start to finish as a project manager, working closely with Ridge's in house or external retrofit assessors and designers
- Ensure appropriate integration and communication between teams
- Where competent to do so, a Coordinator may also fulfil the other specialist roles in the retrofit process. This may also include providing retrofit support and advice on Non-Domestic Retrofit to PAS 2038:2019. Being able to undertake the role of a Retrofit Assessor would be an advantage in this role
- Lodging and overseeing the lodgement of projects using the information in the Retrofit Assessments and Underfloor Insulation Technical Surveys
- Take a lead on compliance of the installs.
- Supplying documentation to the company after each assessment.
- Ensuring quality control and customer satisfaction, including liaising with the management, customers and contractors.
- Engaging with the Research & Development team feeding back site problems and suggesting improvements.
- Implementation of site health and safety, risk assessments and method statements.
- Keeping accurate records, developing systems where necessary to ensure appropriate records
- Supporting tests and demonstrations to meet accreditation requirements.
- Supporting the procurement and supervision of retrofit works
- Monitoring and post occupancy evaluations
- Grant funding application support

### Essential requirements:

- Registered Retrofit Coordinator
- Full UK Driver's License with residency in the UK for a minimum of 3 years.
- Must have a Domestic Energy Assessor qualification current or in need of refreshing.
- A knowledge of building regulations, PAS 2030 and PAS 2035.
- Knowledge and practical experience working in the built environment and construction industry.
- Able to plan projects, manage time, resources, and work to deadlines.
- Drive, flexibility and determination to get the job done.
- Experience and Skills Required
- A professional qualification such as RICS, RIBA or CIBSE
- Consultancy experience and/or a background in Public Sector Housing Management at a senior level
- Experience of using Energy Efficiency modelling software
- Preferably an understanding or experience of undertaking EPC, SAP, PHPP reports.
- An analytical mind with a high level of intellect - combining excellent written and oral skills

### Desirable attributes:

- Experience of insulation and its application.
- Previous experience of ECO.
- Retrofit Assessor qualification.
- Experience of quality control or health and safety requirements.

### Training

You will be able to take part in our own in-house training course and receive on the job training on a regular basis. This will include asbestos awareness, working at height, manual handling etc... External training including surveying, DEA refresher training and Retrofit Assessment training can be provided.

### Recruitment

Q-Bot is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion, belief, sexual orientation, or age.

**Please apply to:** [future@q-bot.co](mailto:future@q-bot.co) with your **cover letter** and **CV**. **Please note:** no recruitment agents, thank you.