



OFTEC Limited
25 Riduna Park, Station Road, Melton, Woodbridge, IP12 1QT

Job Description & Person Specification

1. Job details

Job Title: Inspection Services Manager
Hours: Full-time 37.5 hours per week
Salary Band: As agreed with the SMT
Version: Version 4 – 15 January 2025

2. Purpose of the job

To manage the day-to-day field inspection operations of the various OFTEC registration schemes (competent persons scheme (CPS), microgeneration certification scheme (MCS) and PAS 2030, with particular focus on the management of team of OFTEC inspectors for evaluating the competence of registrants to government requirements.

3. Scope of job

To take responsibility for the competence and performance of the OFTEC field inspection team in the day to day running of the inspection regime for the registration schemes in accordance with our government authorisation and with our UKAS accreditation to ISO 17065.

This role will involve some inspection work to be undertaken directly where conflicts of interest arise, or where inspectors are not available or for monitoring the performance of inspectors or for training purposes.

4. Reporting structure

The Inspection Services Manager reports to the Registration Services Director, who reports to the Chief Executive Officer and who in turn reports to the main Board.

5. Key responsibilities and accountabilities

- To provide day to day management of the field inspection team
- Assist the compliance department on non-conformance matters when required
- Control of inspection services budget for sub-contract Inspectors
- Responsibility for authorising payment of inspector invoices
- Co-ordinate regular inspector team meetings and report matters arising
- Provide monitoring of performance and competency of the OFTEC inspectorate
- Conduct inspections as required due to conflicts, disputes, etc.
- Lead on recruitment, induction, training and mentoring new inspectors
- Sample and audit inspection reports in accordance with procedural requirements and provide feedback to inspectors
- Receive and analyse monthly statistical data on registrant surveillance and non-conformance to OFTEC management and the technical department
- Ensure yearly inspection targets are met and participate in monthly meetings

6. General requirements of job

- The role requires general office administration
- Supporting the Registration Services Manager, Registration Services Supervisor, Compliance Services Manager and registration and inspection administrators on surveillance and/or other matters when required
- Travel throughout UK and Ireland and overnight stays to be expected, as required
- Weekly attendance at head office desirable pending on-site commitments
- Other duties as may be required from time to time as agreed with the Registration Services Director
- Attendance at meetings/events as required

7. Person specification

• Interpersonal skills	Essential
• IT literacy	Essential
• Keyboard skills	Essential
• Full driving licence	Essential
• 5 years minimum industry experience 'on the tools'	Essential
• GCSE English and Maths (or equivalent)	Essential
• Knowledge of industry / building regulations	Essential
• Knowledge of BS 5410 parts 1 & 2	Essential
• Knowledge of Health & Safety at Work Act	Essential
• Awareness CPS, MCS, MHCLG and other legislators	Essential
• Awareness of Green Deal/PAS2030/PAS2031	Desirable
• Awareness of the TrustMark Quality Mark scheme	Desirable
• Hold a current/previous auditing qualification	Desirable
• Hold current oil competencies and unvented hot water	Desirable
• Hold solid fuel competencies	Desirable
• Hold renewable technology competencies	Desirable
• Hold electrical qualification for Part P work	Desirable
• Awareness of ISO17065 & ISO17024 certification standards	Desirable

Where desirable is indicated – full training will be given upon appointment of the position.

Agreed by Job Holder: _____ (Name)

Signed: _____

Date: _____