

<b>Position Description EcoSmartHome Assessor</b>	
<b>Job Purpose</b>	To make a meaningful contribution towards the Energy Mad vision - “Making lives better by saving enough electricity to power Europe” - through conducting EcoSmartHome customer energy assessments and product selection
<b>Objective</b>	Conducting EcoSmartHome customer energy assessments and product selection
<b>Reports to</b>	EcoSmartHome Regional Manager
<b>Staff Responsibilities</b>	N/A
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>• EcoSmartHome customers</li> <li>• EcoSmartHome team members</li> <li>• Energy Mad team members</li> <li>• Product suppliers and installers</li> </ul>
<b>Hours</b>	Those required to achieve the work objectives. Generally 8:00 am to 5:00 pm with some evening work required
<b>Location</b>	From a suitable home office and within the Assessor’s region
<b>Annual Leave</b>	4 weeks per annum

<b>Specific Duties</b>	<p><b>1 EcoSmartHome Project customer energy assessments</b></p> <ul style="list-style-type: none"> <li>• Become an expert in the energy assessment processes, and in the EcoSmartHome products supplied</li> <li>• Undertake the consumer energy assessments in the EcoSmartHome project</li> <li>• Assist customers to define their current problems and state explicit needs</li> </ul> <p><b>2 Customer product recommendations and management</b></p> <ul style="list-style-type: none"> <li>• Recommend products to customers that provide the most effective solution for their explicit comfort, health and efficiency needs</li> <li>• Communicate effectively with customers to encourage them to take action</li> <li>• Manage data collection and recording processes for the project.</li> <li>• Assist the project refinement and project methodology</li> </ul> <p><b>3 Regional EcoSmartHome project development</b></p> <ul style="list-style-type: none"> <li>• Assist with the implementation of new EcoSmartHome project plans in the region</li> <li>• Follow up with suitable actions on priorities in a timely manner as they arise during the projects</li> </ul>
<b>Performance Expectations</b>	<p><b>Exceeds Expectations</b></p> <ul style="list-style-type: none"> <li>• Is constantly seeking to improve his/her <b>understanding</b> of Energy Mad and energy efficient issues, e.g. what the priorities are and why</li> <li>• Takes a <b>proactive</b> approach to achieving performance goals <b>accurately, efficiently and thoroughly</b> and within accepted and <b>agreed timeframes</b></li> <li>• Is <b>supportive, honest, open and understanding</b> in all dealings with stakeholders, consumers, and related parties</li> <li>• <b>Records and communicates</b> completed and incomplete work using appropriate systems, processes and reports</li> <li>• <b>Communicates</b> honestly, positively and appropriately with directors and staff</li> </ul>

<b>Skills and Attributes Required</b>	<ul style="list-style-type: none"><li>• A belief in, and commitment to, the Energy Mad “vision” and the global good it will provide</li><li>• The attitude and personal drive to contribute to making the Energy Mad vision a reality</li><li>• The ability to thrive and prosper in a fast growing company</li><li>• Excellent interpersonal skills to liaise with a range of people from managers to the media, contractors, suppliers and members of the public. A superior understanding of people, interpersonal relationships and human behaviour. A positive, friendly, easygoing yet professional attitude in all dealings with stakeholders and colleagues. Able to talk openly and honestly and enjoy a laugh</li><li>• Excellent written and verbal communication skills including competent use of computer systems</li><li>• The organisational skills to develop and implement plans for several customers simultaneously such that the budget and timeframe criteria are achieved</li><li>• A genuine and extreme willingness to learn.</li><li>• Above average intellectual ability</li><li>• The ability to convince people about the benefits of the EcoSmartHome project</li><li>• Sound confidence in ethical sales</li></ul>
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Fraser Scott  
EcoSmartHome Director  
Energy Mad Ltd  
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