



Kensa Group Ltd.

JOB DESCRIPTION

Job Title: **SAP specialist**

Workbase: Flexible - could include home working or one of our 2 offices:

1. Mount Wellington Mine, Chacewater, Truro, Cornwall, TR4 8RJ
2. Bishops Court Gardens, Bishop Court Lane, Clyst St Mary Exeter EX5 1DH

Line Manager: Director of Business Development

Responsible for: None

Term: Permanent Role – Availability ASAP

Environment:

Established in 1999 Kensa is the specialist supplier and manufacturer of ground source heat pump systems. Kensa supplies its products and services to a wide range of customers including self-builders, installers, house builders, social landlords and other commercial clients.

Kensa also advise many Government Departments and leading companies on the use and suitability of heat pumps in different applications and have become well known within the market for their honest and straightforward advice.

The Kensa Group operates over two main sites, one in Cornwall and one in Exeter. There are also a number of employees working more remotely across England and Scotland. It is expected that the Exeter office would be the main place of work for this role, but there is some flexibility to allow working from home, where appropriate. Travel to the Truro office and to site/office locations for meetings nationally, may be required from time to time.

Main Purpose of the Job:

To gain a thorough understanding of how heat pumps and in particular, Kensa Heat Pumps, are treated within the SAP process. Includes the SAP mechanism itself; approval of Kensa Products onto the Product Characteristic Data Base (PCDB); how the PCDB interacts with the SAP mechanism; SAP conventions; SAP software; how DEAs and on construction assessors enter data into their chosen software; and upcoming changes to any of the above. To identify areas where the treatment of Kensa products is disadvantageous in the marketplace and liaise with Kensa colleagues, BRE, CIBSE, SAP conventions committee, SAP assessor certifying bodies, BEIS, SAP Software Providers, Trade Associations and other stakeholders to rectify any issues. To assist in establishing Kensa as the leading centre of excellence regarding the application of Heat Pumps in the built environment. To assist in the production of Internal and External Briefing Materials to ensure that clear technical facts regarding the assessment of Heat Pumps in SAP are understood by Kensa Staff and clients.

Functional links with: Domestic Energy Assessors, On-construction SAP assessors, BRE new product assessors; CIBSE engineers; SAP conventions committees, BEIS officials, SAP Software Providers and Kensa colleagues.

Duties and Responsibilities.

1. Develop and maintain an extremely high level of understanding of the entire SAP methodology.
2. Survey and work with Domestic Energy Assessors and On-Construction SAP assessors to understand how they are currently accounting for Kensa products within their assessments.
3. Experiment within popular SAP assessment software to understand the effect of all user selectable variables on heat pump and property performance.
4. Trace unexpected results to their source including reading the documented SAP procedures, SAP conventions, PCDB entries and recreating results outside of SAP software (e.g. spreadsheets, manual calculations)
5. Understand the ERP test regime that forms the basis of the PCDB certification and how that ERP data is translated into the PCDB.
6. Write a series of short papers describing any issues and recommendations on how to correct them.
7. If improvements are within Kensa's ability to fix then work with Kensa colleagues to resolve.
8. Build relationships with external parties, BRE, SAP standards committees, SAP certifying bodies, SAP Software Providers and through a series of emails, phone calls and meetings communicate any issues we need resolved and suggest how this might be achieved.
9. To support Business Development Staff in liaising with our potential clients and their assessors.
10. Produce a monthly report on progress to the senior management for presentation at board level.
11. Managing and motivating the estimating team to balance their workload and helping them to prioritise their responses to incoming enquiries to support the sales team.
12. To undertake training and assist in training other members of staff as required. Includes presenting short "internal CPDs" to interested groups of other staff members.
13. To be a positive ambassador of Kensa at all times.
14. To work at all times in accordance with the Health & Safety at Work Act 1974 and to follow all company procedures and guidelines which assist this. Whilst working at external sites comply with all on site health and safety procedures and guidelines applicable to that site.

15. To work at all times in accordance with the company's Dignity & Diversity Policy.
16. To undertake such other duties as may be required within the general scope of the job.

Key Behaviours and Skills

1. Excellent communication and negotiation skills.
2. Excellent research and report writing skills.
3. Excellent attention to detail.
4. High level of autonomy and able to determine priorities where biggest improvements can be made quickly while recording other lines enquiry for future research.
5. Previous experience in assessment of building heating and hot water loads, predicting running costs, predicting carbon savings and producing EPCs
6. Qualified Domestic Energy Assessor and On Construction SAP Assessor
7. To build and maintain a comprehensive knowledge of Kensa products and keep updated with changes in product design and application.
8. Liaise with Kensa's R&D department to fully understand products that are under development in order to predict in advance how they are likely to be scored by ERP, the PCDB and SAP.
9. Thorough and methodical approach to gathering data from various sources.
10. To work cooperatively and provide support as required for all companies in the Kensa Group.
11. Excellent knowledge of Excel, working confidently with various functions and formulas.
12. Ability to manipulate data and integrate utilising formulas.
13. Be reliable, punctual and able to structure individual schedule to meet deadlines.

Salary: Competitive - £30,000 to £40,000 depending on relevant experience

Other

This job description may be subject to change, in consultation with the postholder, in response to new circumstances. As Kensa is often involved in Social Housing projects, the role may be subject to a successful DBS (Disclosure and Barring Service) screening.