

## CSA Technical Manager Job Specification



**Position: CSA Technical Manager**

**Location: Flexible**

**Hours: Full time, we may agree on a part time role i.e 3 or 4 days a week depending on the candidate.**

**Salary: TBD**

### **Commissioning Specialist Association Technical Manager**

Due to growth in the Commissioning Specialist Association (CSA) an exciting position has become available for a full-time Technical Manager. The ideal candidate will be remotely based but will be expected to travel as part of their job role for meetings, seminars and promotion within the industry when required, with quarterly visits to the CSA main office is based in Horsham West Sussex.

The ideal candidate will have great communication skills, passion and drive, a great work ethic, attention to detail and the ability to work on their own initiative in a friendly but professional environment.

This role is vitally important to the CSA in helping develop, promote, and expand the CSA both here in the UK and in the Middle East where it has a burgeoning GCC Chapter. It is a fantastic opportunity for a competent senior commissioning engineer/ MEP commissioning manager, who would like to take a step away from the front line, but still make an impact in the commissioning world.

### **Role Requirements**

- Good all round building services knowledge
- Building services commissioning background.
- Hands-on mechanical commissioning experience.
- Good working knowledge of CIBSE Code M
- Understands the Commissioning Management process.
- Understanding of Pre-Commission cleaning.
- Excellent planning and organisational skills.
- Initiative and enthusiasm.
- Ability to communicate effectively with the members, trade press and work colleagues.
- Diligent attention to detail.
- Excellent at developing business relationships.
- Proven ability to prioritise and meet deadlines.
- Articulate with excellent listening, written and verbal communication.
- A desire to embrace new challenges.
- Desirable to have Commissioning Specialist Association qualifications, Grade 4 or above.
- Well informed of current regulations



### Role Responsibilities

- Write and curate news stories from the industry on a regular basis for CSA, to be used on LinkedIn, CSA Index and associated trade press publications.
- Assist in the production of the CSA newsletter “Index.”
- Assist in the design and implementation of the new grading/exam system to align with Skillcard/CSCS requirement.
- Help assess membership applications, gradings both from the UK and GCC.
- To be an active part of all the committees
- To liaise with the CSA office regularly and update the team.
- To report to the CSA Chairman, Association Secretary, and main committee on a regular basis
- Work with the GCC chairman to develop the GCC offerings such as Electrically biased commissioning engineer exams, GCC awards.
- Input on annual events such as the Gala Awards and Technical Seminar
- To travel and promote the CSA to new and existing members, trade press and relevant bodies.

### Organisation

The Commissioning Specialists’ Association was established in 1990 by a small group of the UK’s leading commissioning companies and has grown to be perhaps the World’s largest Commissioning organisation boasting members in the UK, Far East and Australasia, offering comprehensive Mechanical commissioning, pre-commissioning and commissioning management training.

Our prime objective was - and still is - to offer anyone who utilises the services of commissioning companies and engineers the guarantee of a professional service, based on trained, qualified and experienced field personnel, backed up by a quality of service underpinned by adherence to the CSA's aims, objectives and code of practice.

The CSA is the voice and ears of the commissioning world, putting forward the views of our membership and keeping them informed of developments in equipment, instrumentation and legislation which affect the way in which they operate.

### Why should you apply?

- The chance to join a well-established organisation on the cusp of huge expansion.
- To join a fantastic team, staff and members.
- To showcase your knowledge, skill sets and take on a high profile role.

**If you’re the ideal candidate we’re looking for, please send your CV to [jo@csa.org.uk](mailto:jo@csa.org.uk)**