OFTEC Limited

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

Job Description & Person Specification

1. Job Details

Job Title:	Technical Officer
Hours:	Full-time (37.5hrs per week)
Salary Band:	As agreed with the OFTEC Executive Directors
Location:	Head Office, inc, Flexible Working
Version:	Version 9, 19th November 2026

2. Purpose of the Job

To maintain the provision of technical support to the liquid fuel, solid fuel, and renewable industries as per scopes of registration.

3. Scope of Job

a) Taking direction from the Technical Manager, contribute to OFTEC's technical services functions.

b) Perform efficiently and effectively procedures and methods of working to benefit the organisation, member companies, registered technicians and other stakeholders.

c) To provide technical support for:

- OFTEC members
- OFTEC registrants
- All OFTEC departments
- Industry projects
- External stakeholders, e.g. field officers representing E.A., L.A.B.C. etc., consultants, specifiers, merchants, builders, householders, etc.

4. Reporting Structure

The Technical Officer reports to the Technical Manager, who in turn reports to the Chief Executive Officer

5. Key Responsibilities and Accountabilities

a) Deal with both verbal and written technical enquiries
b) Assist in the production of technical information, updates and bulletins
c) Assist in the production and maintenance of OFTEC technical publications and standards
d) Assist with the taking and processing of OFTEC Direct Orders
e) Assist with departmental administration
f) Assist in the delivery of OFTEC Consultancy Services by the drafting of reports
g) Identify external consultations that may impact key stakeholders and monitor submission of responses
h) Attend meetings as representative of the technical department with internal and external stakeholders, as agreed with the Technical Manager
i) Compile data and information as requested by the Technical Manager

6. General Activities

- Assist all other OFTEC departments with technical help, as required and agreed with the Technical Manager
- Participate in internal meetings
- Perform other duties by prior arrangement as may reasonably be requested by the Technical Manager or Chief Executive Officer
- Some overnight stays may be required

7. Person Specification

• GCSE (or equivalent) in Maths and English	Essential
• Knowledge of the liquid fuel heating & cooking industry, or solid fuel or renewable heating industry	Essential
• Computer literate	Essential
• General administration skills	Essential
• Excellent communication skills	Essential
• Excellent time management skills	Essential
• Report writing skills	Desirable
• Research skills	Desirable
• Hold or have held OFTEC liquid fuel qualifications	Desirable
• Hold or have held solid fuel qualification	Desirable
• Hold or have held heat pump qualification	Desirable
• Hold or have held unvented hot water qualification	Desirable

Where desirable is indicated, training will be given upon appointment to the position.

Agreed by Job Holder:_____ (Name)

Signed: _____

Dated: _____