



ROLE PROFILE

SYSTEMS SPECIFIER AND TECH SUPPORT

Type	Full time, permanent
Location(s):	Primary – Leeds-based warehouse/office/workshop Occasional customer visits national
Days/times:	Mon – Fri; 40 hours per week, 9am start 5pm finish
Reporting to:	Ian Emberton – owner and director of Xerogrid Ltd
Working alongside:	Casual warehouse staff, freelance business development, admin, book-keeper
Salary:	negotiable
Pensions:	Xerogrid contribute 3% of your salary to a Nest pension scheme
Holidays:	Statutory (5.6 weeks annual allowance). We recognise the importance of family time and can be flexible with advance agreement to allow for school holidays.

Appraisal and development – every 3-6 months to review your employment, performance and your professional development. This will be supported with manufacturer training where required.

Overview & Key Aspects of the Role

Xerogrid is looking for someone who can hit the ground running, working with existing procedures in a fast-growing company. This person will be willing to perform to high standard within the role, and will also be interested in developing a high level of autonomy after an initial induction period.

1. Systems Specification + Assembly
2. Project management
3. Technical Support and Systems Monitoring
4. DNO grid connection applications

Xerogrid Ltd, 219 Stainbeck Lane, Leeds, LS7 2PS. Co. Reg: 10679791 | VAT: GB270762694. xerogrid.com





1. Grid interactive PV Solar Energy Systems Specification & Assembly

Working from an approved solar PV system energy brief, you'll provide system specifications capable of producing 3.8kw to 160kw electricity, inclusive of cost estimate, ROI Analysis, suggested roof/ground assembly plan, electrical single line diagrams and environmental impact report.

The following industry leading manufacturer software (and other) will enable you to do this:

- Solar Edge
- Pylon App
- Krannich system K2
- Sage
- Manufacturer technical data sheets
- Manufacturer and distributor professional/trade portals
- Existing Xerogrid system templates

You will have Xerogrid access to the Victron Professional Portal; a rich knowledge-base supported by Victron technical support teams, allowing you to complete certified online training modules.

For systems up to 15kw, you will be required to pre-assemble components into a cabinet. For systems above 160kw, you will liaise directly with equipment manufacturers. Components include – solar panels, inverters, charge controllers, lithium-ion batteries, cable, switches, monitoring devices. It could be a hybrid system with a wind/hydro power. It could be grid-connected or off-grid or grid interactive.

2. Project Management

You'll ensure a job is entirely managed through Sage Sales Order process, including quotation, invoicing, materials ordering and dispatch. Excellent communication with the Client is essential throughout the life of a project which can span from 1 – 12 months.

3. Technical Support and Systems Monitoring

Your remit is to ensure the Client has a clear understanding of the system, its capabilities and limitations. Xerogrid are not legally responsible or insured for commissioning the system or instructing the electrical installer; however, we pride ourselves on supporting this process.

There is often a requirement to liaise with third-party contractors, such as structural engineers, roofers, and landscapers. Any system generated documents are for guidance only and the contracted specialists are responsible for final decisions related to structural and electrical specifications.

You will provide technical support during and after system set-up for all customers, keeping a track of your hours as this is a chargeable expense after an initial 2-month period of free technical support. You will use manufacturer system monitoring software (e.g. Victron Remote Monitoring) that enables you to monitor and optimise all systems that have been specified by Xerogrid.

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4. DNO grid connection applications

For systems generating between 3.68kW and 50kW of electricity for clients who wish to connect to the grid and take advantage of the Smart Export Tariff, you'll be expected to manage the application and registration process via relevant the DNO portals. This will also include registration with HIES and Flexi-orb, for which Xerogrid are members.

Essential personal credentials required to suit the role

Xerogrid is a small operation with big ambition. It really needs someone to fly the flag. Your role is customer facing (remote and in-person), systems driven and technical. Your technical knowledge is an important asset to the business, but you also need to demonstrate the ability to multitask with a tight control on every aspect of your job. This role requires someone with a cool head, and someone who can display:

- High level of organizational skills
- Ability to read and fully comprehend technical data sheets related to solar PV equipment and systems
- Self-motivated and able to work without guidance
- Drive & ambition
- An eye for detail
- Reliability, professionalism, and speed
- Exceptional interpersonal skills
- Ability to work under pressure
- Willingness to achieve commercial and financial objectives

Education & qualifications – guide

Level 2 Diploma in Electrical Installations
Maths and English GCSE or higher
Electronics, Science, Business Studies GCSE or higher
Spanish as a 2nd or spoken language

Software knowledge desirable

Sage 50 v28
Microsoft Office for Windows 11
Microsoft Teams
Auto CAD + any additional graphic design programmes

Work experience

2 years industry specific – desirable

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