

Job Description – System Concepts

DSE Assessor

Job description and responsibilities

We are looking to recruit a Display Screen Equipment (DSE) assessor to work remotely, full-time, Monday to Friday.

The role will primarily involve helping our clients manage the health, safety and ergonomic risks to their employees who work at home.

This role will include:

- supporting the management of online Display Screen Equipment (DSE) assessments for home/remote workers.
- reviewing completed self-assessments and identifying equipment needs.
- carrying out remote assessments (via Teams, Zoom etc.).
- providing relevant, practical advice and guidance, e.g., on workstation set-up, posture, the importance of micro-movement breaks etc.
- documenting findings and recommendations from assessments in a concise and timely manner.
- producing insights and summary reports for clients.
- participating in client meetings.

The role requires the following abilities and skills:

- a practical hands-on approach, getting involved at all levels, from developing a strategy to completing workstation assessments.
- supporting senior consultants, principal consultants, and directors in ensuring that all client needs are met and that clients leave 'delighted'.
- willingness to take ownership of problems effectively without being prompted.
- able to deliver effective practical solutions and to negotiate, so they are implemented.
- able to communicate effectively with colleagues and clients to deliver high-quality services on budget and on time.
- ability to manage several different high priority projects and situations at the same time.
- Manage own time effectively so that project and deliverable deadlines are met.
- keep in good contact with main office in London, including attending company meetings, health and safety meetings, and other company events, either in person or remotely.
- comply with all System Concepts' policies and procedures.

Type of person

- Dynamic with an interest/experience in office ergonomics.
- Concerned about producing high-quality work on time and to budget, following client's/System Concepts' style guidelines and templates.
- Team-spirited, with a positive and helpful attitude to work, colleagues and clients; ability to 'sell yourself' internally as well as externally.
- Willingness to learn about the other parts of System Concepts' business outside your own technical area/background.
- Interpersonal skills including identifying needs, problem solving, developing and presenting practical, cost-effective advice.

Skills requirement	Qualifications requirement
<ul style="list-style-type: none">• Strong verbal and excellent written communication skills.• Good interpersonal skills.• Capable of "hands-on" working without supervision.• Good organisational skills.• Knowing own limitations and when to ask for help.• Computer literacy in Microsoft applications.	<ul style="list-style-type: none">• Successful completion of Chartered Institute of Ergonomics and Human Factors (CIEHF) accredited DSE assessor course Training Courses CIEHF (ergonomics.org.uk) or similar.• At least 1 years' experience of carrying out DSE assessments.

Package

We offer a competitive salary and flexible working arrangements.

About us

We provide expert consultancy-led solutions in ergonomics, health, safety, usability and accessibility. We have a long list of clients that value our expertise and the quality of our work. We are based in central London but our clients (and our work) spans the globe. See www.system-concepts.com for more information.

If you are interested in joining our team, please contact Laura Milnes, our Head of Ergonomics, at laura@system-concepts.com.