

Performance Assurance Manager - Domestic Building Decarbonisation



About us

We're Salix and we're on a mission to help save the planet.

We enable and inspire organisations in the public and private sectors to achieve their ambitious net zero targets and create better places to live and work.

We're passionate about our work and proud to be on the journey with them.

We deliver government funding schemes to support councils, schools, housing associations, hospitals and universities boost their energy efficiency, reduce their impact on the environment, save money and remove households from fuel poverty.

We work with the UK government and the devolved administrations in Scotland and Wales. As well as managing the funding schemes, we provide professional advice, expertise, and support to grant recipients throughout all stages of their projects.

We also offer insight, intelligence, and influence by sharing knowledge and lessons learnt from project delivery to help improve future schemes and policy development.

We were created in 2004 and have been growing ever since. We now employ 200 people. Our principal office is in Manchester, and we have a base at Canary Wharf in London.

We are wholly owned by the Department for Energy Security and Net Zero.

Why work for us?

If you share our passion for addressing the urgent challenge of climate change and contributing to the UK's ambitious decarbonisation goals, we want to connect with you.

We offer fulfilling careers where every day brings exciting challenges and rewards.

You'll have the chance to leverage your skills and expertise to shape impactful projects, both large and small, making a meaningful difference across the UK.

Recognising that our employees are the reason for our success, we prioritise their wellbeing and professional development.

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As proud holders of Investors in People and Carbon Literacy Project accreditations, we are committed to creating an environment where you can thrive.

As you'd expect, we offer a variety of benefits, activities, and training opportunities to ensure you excel in your role and enjoy your time with us.

We're committed to equal opportunities and we're proud of the diverse workforce we have. We continue to grow the diversity of our people, promoting an inclusive culture.

Role	Performance Assurance Manager (HUG/LAD/ SHDF) – Domestic Building Decarbonisation
Department / Location	Housing / Manchester
Reports to	Assistant Director
Package	£50,000 - £55,000 per annum
Overview	<p>Salix has recently gone through a period of significant growth and is still growing; Salix is in discussions with DESNZ regarding Salix expanding its responsibilities to act as a Delivery Agent to manage the delivery of the Home Upgrade Grant (HUG) and Social Housing Decarbonisation Fund that were launched in July and September 2022. The schemes deliver energy efficiency and low-carbon heating upgrades to low-income households, who live in social and private housing sectors across England. This role has been created to support the Assistant Directors of the Delivery Agent to deliver this.</p> <p>We are looking for experienced Project Assurance Managers to be responsible for building and leveraging strong relationships with staff in our chosen Delivery Partner to; secure timely and transparent reporting and assurance, deliver effective performance management and advice, and execute impactful decision making. You will play a critical role in enabling the successful delivery of the SHDF / HUG schemes that will help support the government's net-zero aims.</p>
Key Performance Objectives	<ul style="list-style-type: none">• Lead a team responsible for the effective oversight, management, and delivery of Housing decarbonisation projects. Working closely with a selected Delivery Partner to provide timely assurance and support that enables delivery of projects on the ground.

	<ul style="list-style-type: none"> • To support and facilitate the onboarding and development of the Delivery Partner, ensuring the process and systems are in place that enable the Delivery Partner to perform and performance to be monitored. Improving project controls, processes and systems using continuous improvement methodologies to improve delivery at a project, portfolio, and scheme level. • Build strategic and mutually beneficial relationships with the Delivery Partner and other internal and external strategic partners to ensure you can provide the right assurance, support, and advice to make the SHDF, HUG or LAD schemes successful. • Recruit, train, develop and maintain a high-performing team, collaborating with other senior members to ensure all the correct processes and systems are in place for the team to support the Delivery Partner and drive performance at project, portfolio and scheme level. • Identify Risk, Issues and Opportunities, escalating where necessary to Senior Leaders and DESNZ at Project, Portfolio and Scheme level. • Drive performance of Housing Projects in line with Grant Funding Agreements and performance of Delivery Partner in line with Contractual obligations. Ensuring risk or non-compliance is escalated and managed appropriately. • To ensure data and reports are created that enable governance reports and effective decision-making offering advice and guidance accordingly at a strategic and operational level. • To ensure principles of continuous improvement are identified and incorporated at a scheme and service level.
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • To build, manage and motivate a team that will liaise with the Delivery Partner and Department to remove blockers within projects and ensure best practice is deployed. • To help your team make critical decisions to ensure projects focus on strategic fit, value for money and viability. • Accountable to enable your team to assess the quality and adequacy of project and technical support provided by the Delivery Partner to grant recipients including KPIs and Service Level Agreements. • Develop and oversee improvements that offer additional Value for Money to DESNZ including additional support direct to Grant Recipients. • Execute an annual review of all the grants in the portfolio, distil key recommendations and report to the Assistant Director. • Prepare and present strategic reports for the Chief Executive, Directors, Board members and external funders. • To develop an exceptional working relationship with the Delivery Partner and DESNZ, ensuring you build strong positive relationships.

	<ul style="list-style-type: none"> • Extract and analyse relevant data from the Delivery Partner and Team to generate metrics, perform data and portfolio analysis and ensure continuous improvement to the ways of working. • To help the Delivery Partner establish, maintain, and enhance systems and processes for when funds are awarded and ensure these support the effective delivery of key projects. • Chair the Change Control Panel to decide if changes within delegated level of authority should be approved, consolidate change requests across the SHDF, HUG or LAD scheme shaping the agenda of the Change Control Board chaired by DESNZ. • Following the assessment of applications for funding, work collaboratively with DESNZ regarding which applications should be awarded funding. • Jointly own Standard Operating Procedures with the Delivery Partner. Using data and reports to develop continuous improvement methodologies that enable service enhancements and deliver value adds to the contract. • Assess the impact and decide if SOP improvement proposals should be implemented, where those impact Salix operations and/or the delivery of DESNZ policy objectives for the SHDF, HUG or LAD scheme. • Work with DESNZ colleagues to co-ordinate the development, interpretation, evaluation, and recommendation of procedures, rules, and regulations for the effective operations of the scheme. • Ensure a rapid response to challenging grant recipient queries relating to the delivery of policy objectives and the grant administration service, by utilising expertise embedded across the Salix Housing team. • Managing the fluctuating resource demands placed upon your team to ensure efficient and effective utilisation of the resource. • Monitor and ensure effective deployment of additional Funds and initiatives that promote the deployment of innovative solutions across the Schemes in line with DESNZ policy expectations. • Positively contribute to policy design for future funding schemes, using experience and knowledge gleaned from your work with partners, grant recipients and operational delivery of current schemes. • Monitor and manage the grant draw downs from grant recipients, using data to support the financial modelling and trajectories of scheme and project delivery.
<p>Key Skills and Competencies</p>	<ul style="list-style-type: none"> • You will have extensive experience working with and managing performance of an outsourced partner. • You will have practical experience of delivering complex projects / programmes, ideally within a Housing, construction, or net zero setting.

	<ul style="list-style-type: none"> • Excellent and visible team leadership skills, with experience building out systems and processes that set a team up to succeed. • Proven ability to build high performing teams. This includes a strong focus on leading through change, building team’s capability, inspiring and empowering teams to perform, ensuring resilience, and encouraging a supportive atmosphere with a focus on wellbeing. • Strong communication and interpersonal skills with the ability to work effectively and collaboratively with colleagues and external parties. • Experience in building and sustaining relationships with internal and external stakeholders. • Ability to analyse complex issues and problems and to deal with them quickly and efficiently. • Analytical, commercial, and negotiating skills. • Proven track record of leading, delivering and/or implementing projects across an organisation, including at a senior level where necessary, within a timescale.
Qualifications/Experience	Bachelor’s or associate Degree. Professional certification. Minimum of 3 years relevant experience including management of staff.

Appointment Process

Salix is an equal opportunities employer and has a policy of equal pay.

Competency will be assessed through a combination of the application statement, CV and interview, including a presentation (if required).

Candidates must demonstrate that they meet the qualifications, experience, skills, and abilities required. In order that candidates focus on the experience, skills, and abilities in the Person Specification, ten specific areas have been highlighted. Candidates should focus on these ten points in their written statement which should be no more than 1,500 words. Other aspects of the Person Specification will be evidenced from your CV and the final interview.

Successful candidates are required to undergo and pass a DBS and BPSS security check to be employed by Salix. This will be carried out as part of the reference process, on receipt of the signed acceptance of a conditional offer.

How to apply

1. If you wish to apply for this role, please submit all of the following to

Appointment timetable

- Shortlisted candidates will be invited to interview by mutual agreement.
- Presentation details (if required) will be released prior to interview.
- Start date in post by mutual agreement.

Key information about application

- Applicants must demonstrate through their CV and personal statement that they meet the qualifications, experience, skills and abilities.
- Please be aware that Salix will only accept applications which contain all the requested supporting documentation detailed above, and candidates that do not submit all requested documentation will not be contacted to submit a full application.
- All applicants must have the right to work in the UK and documentation is required to support this.

If you wish to apply for this role, please:

1. Send an updated CV and personal statement to John@nobulrs.com
2. Complete the Equality monitoring form available here:
[equality monitoring form equality act compliant 0 2.doc \(live.com\)](#)