

Saxton Bampfylde

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## **Appointment of Chief Executive**

Appointment Brief

**January 2012**

Prepared by Deborah Loudon

Ref: DASLA

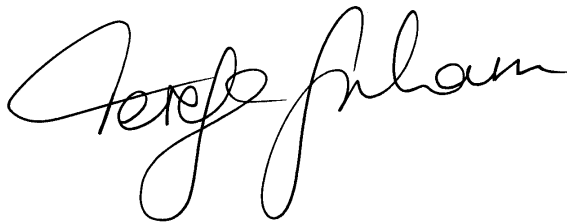
## Introduction from the Chair, Teresa Graham CBE



Thank you for taking the time to consider applying for the role of Chief Executive at Salix Finance Ltd. We are a private company, limited by guarantee and funded by government to facilitate the uptake of energy efficiency projects in the public sector.

It is an exciting time for Salix. Since being set up in 2004 we have supported over 8,600 energy efficiency projects from more than 700 public sector bodies. These will save £700m in energy bills over their lifetime and reduce CO2 emissions by 4 million tonnes. Recent changes in our relationship with government mean that we are looking to build on this impressive track record over the coming years with new funding and a secure future. I hope this pack will provide most of the information you need to decide whether or not to submit an application. Further information can be found on our website: [www.salixfinance.co.uk](http://www.salixfinance.co.uk)

We look forward to receiving your application.



## About Salix Finance Ltd

Salix was set up in 2004 by The Carbon Trust (CT) to fund the implementation of energy efficiency projects across the public sector. It has grown since the start and now has over £170m of funds under management. The company has 20 staff and is based close to Chancery Lane, London. All of its funding comes from government, either central government for English projects, from the Department of Energy and Climate Change, or from the devolved administrations. CT still has a strong involvement with the business. It is represented on the Salix Board and to date all our funding has been channelled via them.

From the start Salix operated an interest free, matched funded recycling loans programme, working with a small number of local authorities. The original pilot was successful and government awarded additional funding to Salix to expand its activities. Today Salix has nearly 150 such funds operating across the public sector, in local authorities, universities, fire and ambulance authorities and NHS Foundation Trusts. Each fund is managed locally by a member of the client's staff and the projects their funds finance are tested by us at Salix. As repayments are made to the local fund they are reinvested in the same estate until all the available projects have been exhausted.

In the 2009 Budget Salix was awarded £55m to provide individual project loans which met certain criteria. This funding was all committed within the following 9 months and the projects completed by the end of December 2010. Repayments are now being collected. A further loans programme was launched in 2010 and another in 2011. In total we have funded c£195m public sector body energy efficiency projects.

All of these projects save energy and reduce public sector energy bills and CO2 emissions. To date our projects have saved £700m in energy bills on a lifetime basis and reduced public sector CO2 emissions by a total of 4m tonnes. Salix has supported over 8,600 individual projects across all its programmes.

It now runs programmes on behalf of DECC, the Welsh Assembly government and the Scottish government.

Salix has also now secured its future in terms of guaranteed administration funding and is working with DECC and CT to separate itself from CT to become a separate entity. This follows changes in direction for CT as a result of the withdrawal of core government funding. There are now exciting opportunities to develop the business. Salix has enormous experience and understanding of the projects undertaken with its funding and believes this knowledge can be used more widely moving forward. Opportunities could exist within the Green Deal programmes for Salix or by expanding its current model more widely.

There is a belief in government that up to £1bn of projects are necessary before the public sector is operating at total energy efficiency.

## About the role

### Role description

The Chief Executive has responsibility for the overall delivery of the company's strategy and objectives and for the management of the business, leading a small senior executive team of 3 direct reports. The role holder will, with the Non-Executive Board, develop the future corporate strategy and ensure that Salix is well positioned to take advantage of new funding and business opportunities as they emerge. Underpinning all of this the role holder will take the lead role in maintaining strong and successful relationships with DECC, other funding administrations and other key stakeholders, and will be expected to develop a strong public profile for Salix.

The Chief Executive is also ultimately responsible for the proper financial management of the funds given to it, ensuring that government receives best value for money for its investment and that recipients of funding use the funds effectively and correctly.

Importantly the role holder has ultimate responsibility for the overall management of new and existing clients, ensuring that processes are in place for effective relationships with clients and management of all existing projects, and reporting to the Board on these matters.

The Chief Executive is also the Company Secretary.

# Person specification

## Essential requirements

- Candidates will need to be able to demonstrate a successful leadership track record in a delivery focused role, preferably in a growing business. In their career to date they will have had management roles which have included a large degree of autonomy and they will be able to point to concrete and practical business achievements.
- They will also need a good understanding of managing relationships with government in particular and the public sector in general. They will be able to demonstrate effectiveness in negotiations with both public sector and central government and have the authority to argue their case persuasively whilst still retaining the respect and good will of colleagues.
- They will be able to manage effectively in an uncertain environment and have the resilience to cope with complex and sometimes prolonged decision making processes.
- Salix is first and foremost a delivery body. A key part of its reputation is its record in delivering on the commitments it makes. Candidates will need to demonstrate an ability to work well with their management teams, handling diverse management styles and a wide range of different backgrounds and skills, so that results are delivered on time and to budget.
- Salix is responsible for over £170m of funding. Candidates must be financially literate, have a good understanding of financial accounts and able to make independent judgements about the financial information provided.
- Salix also has a strong reputation for being flexible and receptive to new requests or suggestions from its clients or funders, within a rigorous framework of assurance. The applicant must therefore demonstrate an ability to work with and understand the needs of clients and other stakeholders and to use that understanding to help improve the business in future.
- The role is also the voice and face of Salix to the outside world. Candidates therefore require excellent written and spoken communication skills and a good understanding of marketing and corporate communications.

## Desirable requirements

- It will be an advantage if candidates have an interest in energy efficiency and the wider topic of sustainability.
- Similarly it will be an advantage if candidates have an interest in and understanding of the technologies typically funded by Salix, for example heating or lighting upgrades.
- An understanding of public sector investment criteria and processes will also be helpful.

## Terms of appointment

- Remuneration will be circa £120,000 pa.
- The company offers a contribution towards a SIPP, managed for it by Scottish Widows. It offers 28 days annual leave.

## How to apply

**Salix Finance Ltd has engaged Saxton Bampfylde Ltd. as its employment agency advisor on this appointment.**

Applications should be sent by email [DASLA@saxbam.com](mailto:DASLA@saxbam.com)

Or by post to: Deborah Loudon  
Saxton Bampfylde (ref: DASLA)  
PO Box 198  
Guildford  
Surrey GU1 4FH

**Or by fax to: +44 (0)1483 531882**

The closing date for applications is noon on Tuesday 21st February 2012.

Electronic applications will be accepted. If you are called for interview a signed paper copy will be required.

Please include in your application:

1. the completed **candidate summary form** below.
2. a full **CV**, including educational and professional qualifications, a full employment history showing the more significant positions, responsibilities held, relevant achievements and budgets and staff managed, and latest remuneration including any benefits; and
3. a **covering letter/statement** of not more than 2 pages (total) summarising your proven ability related to the person and job specifications.

## STRICTLY CONFIDENTIAL

Please complete this form, and send with your application:

POSITION APPLIED FOR <b>Chief Executive, Salix Finance Ltd</b> <b>5 letter job code: DASLA</b>			
SURNAME	FIRST NAME	INITIAL(S)	TITLE
ADDRESS FOR CORRESPONDENCE			
CONTACT TELEPHONE NUMBER(S)		EMAIL ADDRESS	
LATEST EMPLOYER (ORGANISATION)	LATEST JOB TITLE		SALARY