

Project Support Officer - Domestic Building Decarbonisation

About Salix

Salix became a non-departmental public body in September 2020. This status enables government to directly fund the work of Salix, as it delivers projects on behalf of government funders. Salix is funded by Department of Energy Security and Net Zero (DESNZ), and the Scottish and Welsh Governments, and Salix provides professional and tailored support, to public sector organisations. This support enables and inspires local and national climate action in the transition towards a low-carbon future. These funding schemes are dedicated to enabling the public sector to reduce their carbon emissions to support Government's commitment to become net-zero by 2050.

The mixed financing portfolio of grants and loans to public sector organisations comes through the Public Sector Decarbonisation Schemes (PSDS), Public Sector Low Carbon Skills Fund (PSLCF), Public Sector Energy Efficiency Loans Scheme (SEELS), Scotland Public Sector Energy Efficiency Scheme, Wales Funding Programme and Salix Recycling Fund Scheme. The purpose of these schemes is to finance delivery of capital energy efficiency and heat decarbonisation projects within public sector non-domestic buildings, including central government departments and non-departmental public bodies in England.

Salix is now the Delivery Agent for the Social Housing Decarbonisation Fund (SHDF) and the Homes Upgrade Grant, (HUG).

Salix plays a key role in increasing the awareness across the public sector throughout the UK in the importance of energy efficiency and heat decarbonisation.

Work life at Salix

For staff joining Salix we run a comprehensive induction programme to support staff to be successful at work. Every member of staff is part of a team and has a named line manager who helps you plan your work and manage your training and development. You will be encouraged to study for further industry qualifications, such as CMI.

Role	insert
Department / Location	Decarbonisation / Manchester
Reports to	Portfolio Assurance Manager
Package	Up to £40,000 per annum 28 days annual leave Cycle to work scheme Contributory pension scheme Employee support with public transport costs Supported training budget for staff Access to Employee Assistance Program

<p>Overview</p>	<p>Salix has recently gone through a period of significant growth and is still growing; Salix is in discussions with BEIS 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 Project Support Officer - Domestic Building Decarbonisation 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 Support Officers 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>
<p>Key Performance Objectives</p>	<ul style="list-style-type: none"> • Build mutually beneficial relationships with multiple Supervisor Officers (each responsible for effective and efficient delivery of a grant administration service to multiple grant recipients) in the Delivery Partner organisation to ensure you can provide quality assurance and advice to make the SHDF / HUG scheme successful. • Ensure timely and high-quality reporting from the Delivery Partner and utilise this to; assess the effectiveness of their support to grant recipient projects, assist portfolio analysis and ensure learning is captured and exploited. • Deliver effective operational decision making that supports the delivery of a grant administration service by a selected Delivery Partner across a portfolio of housing decarbonisation projects.
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • Develop a win/win relationship with multiple Supervisor Officers in the Delivery Partner organisation and frequently liaise with them to remove blockers within projects and ensure best practice is deployed. • Assess the quality and adequacy of project and technical support provided by the Delivery Partner to grant recipients including KPIs and Service Level Agreements.

	<ul style="list-style-type: none"> • Make critical decisions to ensure projects focus on strategic fit, value for money and viability. • Ensure all reporting is being produced by the Delivery Partner at the prescribed frequency, monitor and assure data quality and accuracy. • Extract and analyse relevant data from projects to support the generation of metrics, portfolio analysis, and ensure continuous improvement to the ways of working. Be the primary contact for multiple Supervisor Officers and support a rapid response to challenging grant recipient queries relating to the delivery of policy objectives and the grant administration service. • Execute an annual review of the application of grant funds against agreed plans, distil key recommendations and report to the Portfolio Assurance Manager. • Ensure projects are effectively completed and closed out. • Support the assessment of future applications for funding from the SHDF scheme as required
Key Skills and Competencies	<ul style="list-style-type: none"> • You will have extensive expiring working with an outsourced partner. • Excellent and visible team leadership skills, with experience building out systems and processes that set a team up to succeed. • 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. • Proven track record of leading, delivering and/or implementing projects across an organisation, including at a senior level where necessary, within a timescale

If you wish to apply for this role, please submit the following to John@nobulrs.com:

1. An up to date CV and personal statement
1. [Equality monitoring form](#)