

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	Senior Energy & Carbon Analyst
Department / Location	Energy & Carbon Team Canary Wharf, London
Reports to	Energy and Carbon Programme Manager
Package	£30,000 per annum, pending review 28 days annual leave (excluding bank holidays) Cycle to work scheme Contributory pension scheme Employee support with public transport costs Supported training budget for staff Access to Employee Assistance Program
Overview	The Senior Energy and Carbon Analyst will work to company values and principles and in doing so will be

	responsible for the co-ordination of the various activities undertaken by the Energy and Carbon Technical Team, acting as a single point of contact for updates on work in progress and liaising with all Salix programmes. This includes regular reporting of current activities; ensuring work is prioritised in line with current workload and business objectives
Key Responsibilities	<ul style="list-style-type: none"> • Oversee the completion of technical reviews ensuring the high quality and accuracy of applications for financing decarbonisation projects. • Managing Energy and Carbon Analysts including delegating work, feedback and performance reviews • Managing an external technical consultant, monitoring the delivery of technical assessments sent to them, ensuring assessments are completed in the timelines set out • Managing an external technical consultant, monitoring their assessment quality, and ensuring they are completed in line with the assessment procedures. You will organize weekly meetings to monitor performance, go through questions from assessors and track their progress • Undertaking full technical reviews of applications, including assessment of technical feasibility, value for money and project delivery risk • Lead client communications to review and resolve technical queries with applicants • Liaise with clients either via email, calls or in person meetings • Producing performance reports related to external technical consultant assessment progress • Producing performance reports for the Energy and Carbon Programme Manager and other teams • Undertake and support site audits of Salix funded projects throughout the UK.
Person Specification	See Appendix 1 below

Appointment Process

Salix is an equal opportunities employer and has a policy of equal pay. Salix operates a probationary period for all new staff. This ensures people joining Salix can find out that the job meets their expectations and that Salix can support each member of staff in their role. This is on a fixed term, 12-week probationary contract. Successful completion of the probationary period will lead to an offer of employment contract.

The Person Specification for this position can be found in Appendix 1. All criteria outlined in the specification are considered essential and will be assessed through a combination of the application statement, CV and interview, including a presentation.

Candidates must demonstrate that they meet the qualifications, experience, skills and abilities listed in the Person Specification. 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. See Appendix 1 for the Person Specification.

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 If you wish to apply for this role, please submit all of the following to john@nobulrs.com

1. An up-to-date CV.
2. A statement of no more than 1,500 words as to how you match the requirements of the Person Specification, ensuring you address the **ten key criteria** highlighted in the key criteria column of the Person Specification.
3. Equality monitoring form ([available to download here](#)).

Please specify in the application email subject the job title you are applying for and within the email where you saw the job posted.

Appointment timetable

- The position has been advertised on **Wednesday 23rd August 2023**.
- Applications will close on **Wednesday 13th September 2023 or sooner if the post is filled**.
- Shortlisted candidates will be invited to interview by mutual agreement on **Wednesday 27th September 2023**.
- Presentation details will be released prior to interview.
- Start 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 listed in the Personal Specification in Appendix 1.

- 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: (if applicable)

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)

Appendix 1: Personal Specification

CRITERIA	DESCRIPTION	KEY CRITERIA
QUALIFICATIONS	Degree or equivalent professionally relevant qualification	CV
	Evidence of recent professional development	CV
	Management qualification* or equivalent experience	CV/I
PROGRAMME-SPECIFIC	Relevant work experience in a building or energy services capacity	CV/I/PS ✓
	Knowledge of energy efficient and low carbon technologies	CV/I/PS ✓
	Establish and manage client facing initiatives with the objective of sharing best practice and accelerating client delivery	CV/I
EXPERIENCE	Relevant work experience of managing projects and individual staff	CV/I/PS ✓
	Substantial leadership and people management experience, both staff & customers	CV/I
	Proven track record of leading, delivering and/or implementing projects within an organisation	CV/I/PS ✓
	Experience in providing advice and support to managers and employees	CV/I/PS ✓
	Presentation experience	CV/I
	Significant customer service experience	CV/I
	Good IT skills, including all Microsoft Office Programmes with a focus on Microsoft Excel	CV/I
SKILLS AND ABILITIES	Ability to work flexibly and proactively within a small team	CV/I
	Ability to manage, prioritise and deliver a number of projects and work programmes within timescale	CV/I/PS ✓
	Communicates effectively, confidently and assertively both in writing and when speaking	CV/I
	Fosters collaborative and coordinated working across teams and in partnership with other organisations	CV/I/PS ✓
	Presents a credible and positive image both internally and externally	CV/I
	High level of numeracy and data analysis skills	CV/I
	Pays close attention to detail, ensuring team's work is delivered to a high standard	CV/I/PS ✓

	Effective time management and ability to set realistic timescales for work delivery	CV/I
	Self-motivated and good organisational skills	CV/I
	Good interpersonal skills	CV/I
	Ability to effectively contribute at meetings and events participation	CV/I
	Understanding key political drivers to create the right environment for developing and delivering investment in energy efficiency	CV/I
	Willingness to travel across the UK	CV/I
	Ability to make decisions that demonstrate commitment to Salix's corporate strategy and values	CV/I/PS ✓
OTHER	Demonstrate and understand equal opportunities	CV/I
	Willingness to learn and commitment to personal development and training	CV/I/PS ✓

Key:

✓ = key criteria

* if you do not have this qualification, evidence that you are studying for this qualification and date to complete will be considered as appropriate evidence. Completing a training and development approval form in response to this advert does not meet the evidence criteria.

CV= Curriculum Vitae, PS = Personal Statement, T = Test, P = Presentation, I_ = Interview