

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).

<b>Role</b>	Project Manager – Public Sector Decarbonisation
<b>Department / Location</b>	Delivery – London or Manchester
<b>Reports to</b>	Assistant Director - Delivery
<b>Package</b>	TBC
<b>Overview</b>	Salix is currently developing and planning potential new decarbonisation schemes with several of our funders, and we are looking for an experienced Project Manager to lead this work. In this role you will lead the development of new public sector decarbonisation schemes, shaping the delivery strategy and supporting each of the projects through the different phases of the lifecycle. This will include ensuring governance, financial, reporting and assurance procedures are followed, that the right project controls are in place, that appropriate internal scrutiny is carried out, and that the team is appropriately resourced, to drive the delivery of agreed

	<p>benefits. You will be responsible for, and expected to build, relationships with all supporting project-related and corporate functions including delivery partners and stakeholder.</p>
<p><b>Key Performance Objectives</b></p>	<ul style="list-style-type: none"> <li>• Lead project(s) to deliver changes to existing schemes and develop new schemes. Working with external and internal stakeholders to ensure these projects are completed on time and within scope, meeting the business needs and strategic policy objectives.</li> <li>• Coordinate project workstream meetings and project resources by delegating tasks to team members and tracking actions raised.</li> <li>• Proactively identify and mitigate project risks, issues, and dependencies to achieve project objectives and deliverables.</li> <li>• You will work with the relevant teams and stakeholders to ensure all processes and systems, including technology, are in place so that Salix is set up internally to succeed. You will highlight gaps in the system as identified by the relevant users and put in place mechanisms to ensure that opportunities to refine system requirements are in place.</li> <li>• Management of a business analyst supporting the review and updating of internal processes and systems</li> </ul>
<p><b>Key Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Manage and maintain project requirements throughout the life cycle and maintain the project plan and comprehensive project documentation (PID, business case, RAID, project status report, project plan and critical path).</li> <li>• You will highlight any systems related issues with the relevant teams for resolution</li> <li>• You will develop project specifications, work closely with key stakeholders to identify project objectives, and agree on the project plan baseline, including scope, key activities, deliverables, resource requirements, milestones, and deadlines.</li> <li>• You will manage projects within agreed governance structures and processes to ensure consistency of approach and efficient use of resources.</li> <li>• You will manage the relationships amongst stakeholders by building confidence and trust with clear professional communications and assured</li> </ul>

All

	<p>expectation management activities, deliverables, resource requirements, milestones, and deadlines.</p> <ul style="list-style-type: none"> <li>• You will conduct reviews to assess project outcomes and to identify and capture lessons learned to enable continuous improvement. Contribute to providing documentation for new or improved processes, products, and services and ensuring that good practice is disseminated throughout the organisation.</li> <li>• You will provide on-site leadership for the project team by building and motivating team members to meet project goals and adhering to their responsibilities and project milestones.</li> <li>• You will procure adequate resources to achieve project objectives in planned timeframes.</li> <li>• You will track project costs to budget.</li> <li>• You will provide project updates consistently to various stakeholders about strategy, adjustments, and progress, reporting on project highlights and status at boards and other meetings.</li> <li>• You will manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables.</li> </ul>
<p><b>Key Skills and Competencies</b></p>	<ul style="list-style-type: none"> <li>• Stakeholder management – internal and external including stakeholders, Director of Programmes and other staff.</li> <li>• Experience drafting and submitting budget proposals and recommending subsequent budget changes where necessary</li> <li>• In depth knowledge of project management methods and principles.</li> <li>• Exceptional leadership and organisational skills.</li> <li>• Ability to develop strong relationships with all levels of stakeholders.</li> <li>• Experience of leading project teams including matrix teams.</li> <li>• Understanding of risk and issue management methodologies and their application when dealing with multiple stakeholder groups.</li> <li>• Experience of dependency management methodology and their application.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Attention to detail and time management skills.</li> </ul>
<p><b>Qualifications</b></p>	<p>Prince 2 or its equivalent. 5years experience working in Project Management</p>

Salix vacancies will be outsourced to our recruitment partners Nobul Recruitment solutions. In addition, due to the urgency of these roles there is no closing date and applications will be based on receipt and progressed accordingly until the position is filled.

If you wish to apply for this role please apply here: we will require:

1. An up to date CV
2. All candidates are asked to submit a personal statement of no more than 1,500 words stating why they are suitable for the post of Project Manager – Public Sector Decarbonisation. You are asked specifically to address the key skills and competencies listed above.
3. Equality monitoring form available here:  
[equality\\_monitoring\\_form\\_equality\\_act\\_compliant\\_0\\_2.doc \(live.com\)](#)
4. Send CV and personal statement to [John@nobulrs.com](mailto:John@nobulrs.com).

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