

## **About us**

We're Salix Finance, but we're not a bank.

Our mission is to enable, and inspire, public sector organisations to move towards net zero.

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 to remove more 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 learned 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.

We are committed and passionate about supporting governments to reach their ambitious net zero targets. We are proud and excited to be on the journey with them.

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.

Embark on a fulfilling career with us where every day brings new 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.

With offices in vibrant London and dynamic Manchester, our opportunities span both cities, offering you a chance to be part of a transformative journey wherever you feel most at home.

Recognising that our employees are the heart of our success, we prioritise their wellbeing and professional development and we offer a range of benefits.

As proud holders of the Investors in People Gold accreditation, we are committed to creating an environment where you can thrive.

We champion equal opportunities, actively working to diversify our workforce. Our commitment to an inclusive culture reflects the rich tapestry of people and communities we serve.

Our values and behaviours aren't just words. They guide our interactions with clients, funders and each other. We celebrate diverse backgrounds and perspectives, fostering a culture where everyone is empowered to grow and achieve their full potential.

Join us in shaping a sustainable future and being part of a team where your contributions can truly make a lasting impact. Together, we can create a greener tomorrow.

Role	Risk, Assurance and Performance Manager
Department / Location	<b>Manchester</b>
Reports to	<b>Head of Governance</b>
Package	Band D  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	Working as member of the Governance Team, the Assurance, Risk and Performance Manager will lead the organisation in the areas of i) risk identification and management, ii) provide assurance solutions in response to issues arising and for business as usual; and iii) will have oversight of key performance indicators across the business.
Key Performance Objectives	<u>Risk</u> To ensure that the organisation has a robust process for identifying, monitoring and mitigating risk.  <u>Assurance</u> Oversight of compliance, particularly core corporate policies/practices, across the organisation, to issue assurance to the Board and DESNZ regarding current and future good practice and minimise the risks of non-compliance.  <u>Performance</u>

	<p>To ensure that performance management systems are and remain appropriate indicators of performance.</p>
<p>Key Responsibilities</p>	<p><u>Risk</u></p> <ul style="list-style-type: none"> <li>• To work with teams across the organisation to identify and respond to risks, assumptions, issues, dependencies, and opportunities that underpin the corporate risk register.</li> <li>• Responsibility for the upkeep of the corporate risk register in a proactive manner and offering guidance and support on the departmental risk registers that feed into this.</li> <li>• Oversight of risk management, ensuring that Salix’s processes comply with Orange Book requirements and other compliance requirements.</li> <li>• Lead and advise on broader risk considerations, including risk appetite and horizon scanning.</li> <li>• Building upon our existing risk management framework, establishing clear processes for identifying and escalating risks.</li> </ul> <p><u>Assurance</u></p> <ul style="list-style-type: none"> <li>• To ensure that all compliance obligations including statutory responsibilities, Civil Service requirements, audit recommendations and other sources of guidance and good practice are fulfilled, evidenced and continuously observed and reviewed and so that assurance can be given to the Board and oversight bodies.</li> <li>• Work closely with Governance Team colleagues and internal audit to establish an assurance framework.</li> <li>• Responsibility for developing and monitoring systems to monitor corporate compliance within Salix with input from teams across the organisation.</li> <li>• Establishing a system for monitoring and managing the upkeep of corporate policies.</li> </ul> <p><u>Performance</u></p> <ul style="list-style-type: none"> <li>• Oversight of performance measures for Salix that have been agreed with DESNZ.</li> <li>• Lead on/co-ordinate/ensure timely completion of KPI dashboard/reporting to DESNZ, ensure have systems in place to monitor, steps being taken to address areas where performance is not within targets.</li> <li>• Leading on monitoring compliance with Government Functional Standards.</li> <li>• The maintenance, review and drafting of appropriate corporate performance dashboards.</li> <li>• Identification and monitoring of internal performance measures for Salix and its teams</li> </ul>

	<ul style="list-style-type: none"> <li>• Implementing a system/process for the business which feeds team performance to corporate performance measures.</li> </ul> <p>Duties across all three areas</p> <ul style="list-style-type: none"> <li>• Act as organisational lead in each of these areas, promoting visibility and of their function and be available as a source of advice and guidance, supporting individual teams and line managers to fulfil their responsibilities.</li> <li>• Devise and run a rolling programme of training for colleagues on risk and performance management.</li> <li>• Write reports for and attending Board, Committee and senior management meetings as required.</li> <li>• Support independent reviews of these areas, co-operating with internal and external audit functions.</li> </ul>
<p>Key Skills and Competencies</p>	<ul style="list-style-type: none"> <li>• Knowledge of risk assessment methodology, tools and techniques.</li> <li>• Project/programme management experience.</li> <li>• Experience as an influencer in an organisation</li> <li>• Ability to work flexibly and proactively unsupervised. Will need to “hit the ground running”.</li> <li>• Effective time management and ability to set realistic timescales for work delivery including managing, prioritising and delivering risk and performance data within tight turnaround timescales without compromising quality</li> <li>• Ability to identify key legal and compliance changes and offer practical assurance solutions to further support the company’s compliance obligations</li> <li>• Ability to foster collaborative and co-ordinated working across teams and in partnership with other organisations.</li> </ul>

**Employee Benefits**

- 28 days annual leave
- Cycle to work scheme
- Contributory Pension scheme
- Season ticket loan
- Comprehensive core skills training programme; professional body subscription fees
- Access to employee assistance programme

**Appointment process**

Salix is an equal opportunities employer and has a policy of equal pay. 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. [You may be asked

to undertake an exercise or deliver a presentation to demonstrate the skills set out in your application].

**How to apply**

If you wish to apply for this role, please submit all of the following to [John@nobulrs.com](mailto:John@nobulrs.com)

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

**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.

PERSON SPECIFICATION

CRITERIA	DESCRIPTION	KEY CRITERIA
Qualifications	Educated to at least degree level; professionally qualified with relevant qualification: accountancy, internal audit or risk management,	✓
	Experience in risk and assurance preferred, though applicants with from an internal audit or compliance background who can demonstrate appropriate and transferrable experience will be considered	✓
General Skills & abilities	Strong IT and numeracy skills	✓
	Communicates effectively, confidently, and assertively both in writing and when speaking; accomplished trainer.	✓
	Presents a credible and positive image both internally and externally. Discreet and tactful.	✓
	Self-motivated and good organisational skills.	✓
	Demonstrate and understand equal opportunities.	✓
	Key eye for detail	✓
Other	Willingness to travel	✓