

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	Contract Manager
Department / Location	Manchester
Reports to	Head of Commercial
Package	<p>£46-£50K dependent on experience</p> <p>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</p>
Key Performance Objectives	<ul style="list-style-type: none"> • To oversee the performance management of the delivery partner and ensure that they adhere to and meet the Service Level Agreements (SLAs) and Key Performance Indicators (KPIs). • To ensure that the contract's obligations are met. • To oversee all contract amendments, utilizing the knowledge of the subject matter experts (SMEs) to ensure that the contract alterations are compliant, appropriate, and then drive these changes both internally and with the Delivery Partner and DESNZ. • To build a mutually beneficial relationship with both the delivery partner and DESNZ; to ultimately ensure the schemes are successful in achieving their objectives.

Key Responsibilities	<ul style="list-style-type: none"> • Manage contract obligations. • Drive the implementation of contract changes, both internally and with the delivery partner and DESNZ, to align with strategic goals. • Establish and maintain strong, productive relationships with the delivery partner and DESNZ to support the success of assigned schemes. • Engage in risk management processes to identify, assess, and mitigate potential risks associated with contractual agreements. • Utilise contract management tools, techniques, and systems to increase efficiency and effectiveness. • Provide expert advice and guidance on contractual matters to internal teams, fostering a comprehensive understanding of contract nuances. • Support the Head of Commercial negotiate contract terms with partners and stakeholders to attain mutually beneficial outcomes while safeguarding organisational and DESNZ interests. • Facilitate contract-related meetings and communications, acting as the primary liaison between the organisation, DESNZ and the delivery partner. • Ensure the documentation and record-keeping for all contract-related activities are accurate, up-to-date, and in compliance with PCR and legal requirements. • Oversee the creation, review, and maintenance of all contractual documents to ensure accuracy and completeness. • Assess and report on the efficiency and performance of existing contracts. • Support the Head of Commercial in addressing any contract disputes in a timely manner, working towards resolution, and maintaining professional relationships. • Provide regular reports on contract statuses, progress, and compliance issues to senior management. • Support with the review and improvement of contract management processes for greater efficiency and effectiveness. • Support with the implementation of strategies, standards, controls, and systems pertaining to procurement and vendor contract management in accordance with PCR and statutory requirements.
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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 HR An up-to-date CV.

1. 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.
2. 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.
hr@salixfinance.co.uk

Appointment timetable

- Shortlisted candidates will be invited to interview by mutual agreement.
- 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 hr@salixfinance.co.uk
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	ESSENTIAL CRITERIA
QUALIFICATIONS	Bachelor's degree or equivalent or evidence of comparable experience or self-development	✓
EXPERIENCE	At least 4 years' experience as a contract manager or similar role.	✓
	Evidence of drafting reports.	✓
	Experienced in the analysis and interpretation of commercial and supplier performance.	
	Experience of drafting and negotiating complex contract variations	✓
	Conversant with Public Contracts Regulations	✓
	Supporting delivery teams and providing clear commercial advice and direction	
SKILLS AND ABILITIES	Experience within contract management, overseeing multi-million-pound contracts delivering professional services.	✓
	Evidence of driving contract variations through to completion overcoming challenges to achieve success.	✓
	Demonstrable evidence of excellent verbal, presentational and written communication skills	✓
	Review contract performance, assessing commercial risks to ensure appropriate steps are taken.	✓
	Experience in successfully managing challenging stakeholders both internally and externally.	
	Strong organisational skills with high level of attention to detail.	✓

	Good analytical, commercial, and negotiating skills.	✓
	Effective communication skills to interact with business stakeholders.	✓

Key: ✓ = key criteria