

### **About us**

We're Salix and we're on a mission to help save the planet.

We enable and inspire organisations in the public and private sectors to achieve their ambitious net zero targets and create better places to live and work.

We're passionate about our work and proud to be on the journey with them.

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 remove 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 learnt 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. Our principal office is in Manchester and we have a base at Canary Wharf in London.

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.

We offer fulfilling careers where every day brings exciting 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.

Recognising that our employees are the reason for our success, we prioritise their wellbeing and professional development.

As proud holders of Investors in People and Carbon Literacy Project accreditations, we are committed to creating an environment where you can thrive.

As you'd expect, we offer a variety of benefits, activities and training opportunities to ensure you excel in your role and enjoy your time with us.

We're committed to equal opportunities and we're proud of the diverse workforce we have. We continue to grow the diversity of our people, promoting an inclusive culture.

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| <b>Role</b>                  | <b>Senior Energy &amp; Carbon Analyst</b>   |
| <b>Department / Location</b> | <b>London (internal appointments only) / Manchester</b>   |
| <b>Reports to</b>            | <b>Energy and Carbon Programme Manager</b>  |
| <b>Package</b>               | <p>Band C</p> <p>28 days annual leave (excluding bank holidays)<br/>                     Cycle to work scheme<br/>                     Contributory pension scheme<br/>                     Employee support with public transport costs<br/>                     Supported training budget for staff<br/>                     Access to Employee Assistance Program</p>  |
| <b>Overview</b>              | <p>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.</p>   |
| <b>Key Responsibilities</b>  | <ul style="list-style-type: none"> <li>• Oversee the completion of technical reviews ensuring the high quality and accuracy of applications for financing decarbonisation projects.</li> <li>• Managing Energy and Carbon Analysts including delegating work, feedback and performance reviews.</li> <li>• Managing an external technical consultant, monitoring the delivery of technical assessments sent to them, ensuring assessments are completed in the timelines set out.</li> <li>• Managing an external technical consultant, monitoring their assessment quality, and ensuring they are completed in line with the assessment procedures. You will organise weekly meetings to monitor performance, go through questions from assessors and track their progress.</li> <li>• Undertaking full technical reviews of applications, including assessment of technical feasibility, value for money and project delivery risk.</li> <li>• Undertaking data analysis on all schemes to inform technical assessments of future applications for funding and to report back on the success of schemes to government bodies.</li> <li>• Lead client communications to review and resolve technical queries with applicants.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Liaise with clients either via email, calls or in person meetings.</li> <li>• Producing performance reports related to external technical consultant assessment progress.</li> <li>• Producing performance reports for the Energy and Carbon Programme Manager and other teams.</li> <li>• Undertake and support site audits of Salix funded projects throughout the UK.</li> </ul> |
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### 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, 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.

### Key information about the application process

Nobul/IvyRock Partners are Salix's recruitment partner. As this role is open to both internal and external applicants simultaneously, and to ensure a fair and structured process, please note the following key details:

- **First Stage Interviews:** NoBul/Ivy Rock will conduct initial interviews for both internal and external applicants.
- **Structured Approach:** These calls will follow a set of pre-defined questions designed to assess your skills and suitability for the role efficiently and fairly.
- **Formal Interviews:** These will be managed internally by Salix.

If you have any questions, please contact [HR@salixfinance.co.uk](mailto:HR@salixfinance.co.uk).

### How to apply:

- Please send your CV to [salixapplications@ivyrockpartners.com](mailto:salixapplications@ivyrockpartners.com).
- A member of the NoBul/Ivy Rock team will reach out to schedule your first-stage video interview shortly.

**Appointment timetable**

- The position was advertised on **11<sup>th</sup> April 2025**
- The position will be closed on **25<sup>th</sup> April 2025**
- If you are shortlisted, a short presentation and interviews will take place in the week commencing **5<sup>th</sup> May 2025**

**Key information about application** Applicants must demonstrate through their CV and first stage interview with our recruitment partner that they meet the qualifications, experience, skills and abilities listed above.

- 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.
- Applications are not accepted from candidates who are currently on a Performance Improvement Plan (PIP), undergoing performance conversations, have been given a disciplinary or sickness warning, and or are under investigation.

**Appendix 1: Personal Specification**

| <b>CRITERIA</b>           | <b>DESCRIPTION</b>  | <b>KEY CRITERIA</b> |
|---------------------------|---|---------------------|
| <b>QUALIFICATIONS</b>     | Degree or equivalent professionally relevant qualification  |                     |
|                           | Evidence of recent professional development   |                     |
|                           | Management qualification* or equivalent experience  |                     |
| <b>PROGRAMME-SPECIFIC</b> | Relevant work experience in a building or energy services capacity  | ✓                   |
|                           | Knowledge of energy efficient and low carbon technologies   | ✓                   |
|                           | Establish and manage client facing initiatives with the objective of sharing best practice and accelerating client delivery |                     |
| <b>EXPERIENCE</b>         | Relevant work experience of managing projects and individual staff  | ✓                   |
|                           | Substantial leadership and people management experience, both staff & customers   |                     |
|                           | Proven track record of leading, delivering and/or implementing projects within an organisation                              | ✓                   |
|                           | Experience in providing advice and support to managers and employees  | ✓                   |

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|                             | Presentation experience   |   |
|                             | Significant customer service experience   |   |
|                             | Good IT skills, including all Microsoft Office Programmes with a focus on Microsoft Excel   |   |
| <b>SKILLS AND ABILITIES</b> | Ability to work flexibly and proactively within a small team  |   |
|                             | Ability to manage, prioritise and deliver a number of projects and work programmes within timescale                               | ✓ |
|                             | Communicates effectively, confidently and assertively both in writing and when speaking   |   |
|                             | Fosters collaborative and coordinated working across teams and in partnership with other organisations                            | ✓ |
|                             | Presents a credible and positive image both internally and externally   |   |
|                             | High level of numeracy and data analysis skills   |   |
|                             | Pays close attention to detail, ensuring team's work is delivered to a high standard  | ✓ |
|                             | Effective time management and ability to set realistic timescales for work delivery   |   |
|                             | Self-motivated and good organisational skills   |   |
|                             | Good interpersonal skills   |   |
|                             | Ability to effectively contribute at meetings and events participation  |   |
|                             | Understanding key political drivers to create the right environment for developing and delivering investment in energy efficiency |   |
|                             | Willingness to travel across the UK   |   |
|                             | Ability to make decisions that demonstrate commitment to Salix's corporate strategy and values                                    | ✓ |
| <b>OTHER</b>                | Demonstrate and understand equal opportunities  |   |
|                             | Willingness to learn and commitment to personal development and training  | ✓ |