

## About Salix

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.

Role	Technology Training & Skills Lead
<b>Department / Location</b>	Data, technology and workplace team Manchester
<b>Reports to</b>	Workplace Manager
<b>Package</b>	Salary Band D, £40,000 – £54,000 pa 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
<b>Overview</b>	<p>The data, technology and workplace team has staff involved in technology support, system development, office and facilities management, and data and insights work. This role is focussed on ensuring the technology platforms we provide are utilised effectively and consistently by all users. You will coordinate a range of options to support staff in continually improving their ability to use systems and services and support Salix in getting the maximum benefit from any technology service or platform we invest in. You will deliver some direct support for staff in group settings or on a 1:1 basis and support the wider data, technology and workplace team to spot and resolve any skill deficiencies.</p> <p>The skills framework for the information age (SFIA) has been referenced in the construction of this JD. The primary competencies for this role from the framework are:</p> <ul style="list-style-type: none"> <li>- Learning and development management (ETMG) – Level 4</li> <li>- Learning design and development (TMCR) – Level 4</li> <li>- Learning delivery (ETDL) – Level 4</li> <li>- Content authoring (INCA) – Level 3</li> <li>- Knowledge management (KNOW) – Level 3</li> <li>- Methods &amp; tools (METL) – Level 4</li> </ul> <p>For more on SFIA go to their website at: <a href="http://www.sfia-online.org/en">www.sfia-online.org/en</a></p>
<b>Key Responsibilities</b>	<p>Be the lead person at Salix for the development of learning resources and deliver training events to improve the technical skills &amp; competencies of staff using the IT systems and platforms provided.</p> <p>In partnership with HR, contribute to the development and maintenance of a catalogue of learning and development resources.</p>

	Maintain current knowledge of features, capabilities & changes to the core platforms Salix use inc. M365 suite, NetSuite, Salesforce etc.
	Produce and disseminate documentation (manuals, user guides, hints and tips and presentations) that are accurate, current, relevant and easily understood by the intended audience.
	Book and organise learning events, drop-ins and workshops.
	Use data to analyse and evaluate the effectiveness of learning/educational activities to ensure a focus on continuous improvement.
	Specify the content and structure of learning and development materials. Take responsibility for their design, creation, packaging and maintenance and ensure these align to expected outcomes.
	Prepare and deliver learning activities for a variety of audiences to meet learning objectives that align to organisational goals.
	Provide detailed instruction in 1:1 and small group settings as necessary and adapt materials to meet the specific needs of learners.
	Make informed decisions about the best way to present information to an audience. Moderate and customise content supplied by others to align with the organisational context.
	Provide input into change control processes.
	Engage with stakeholders to ensure that changes to platforms and services are appropriately communicated and sufficient training in place to ensure their correct use and adoption.
	Collaborate with others to implement learning opportunities when problem management activities identify need. Support the analysis of patterns and trends to identify learning issues and improve problem management processes.
	Meet with teams across Salix to understand outcomes and outputs and facilitate the delivery of any interventions for these. Help to improve team processes and performance in workshops or meetings, events or workshops.
	<u>Apply, promote and endorse compliance in all applicable legal, regulatory and corporate policies, process and procedures ensuring business knowledge and understanding is maintained</u>
	Undertake any other reasonable tasks linked to the role, as and when requested by the Workplace manager.

### **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.

### **How to apply**

1. If you wish to apply for this role, please submit an up-to-date CV and personal statement to [salixapplications@ivyrockpartners.com](mailto:salixapplications@ivyrockpartners.com).

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 was advertised on **12<sup>th</sup> May 2025**
- The position will be closed on **26<sup>th</sup> May 2025**
- If you are shortlisted, interviews will take place in the week commencing **2<sup>nd</sup> June 2025**

### **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.

### Appendix 1: Personal Specification

CRITERIA	DESCRIPTION	ESSENTIAL CRITERIA
<b>QUALIFICATIONS</b>	Bachelor's degree in relevant field or equivalent experience.	✓
<b>EXPERIENCE</b>	A minimum of 2 years' working to uplift the skills of staff in an organisation as at least part of your role	✓
	A minimum of 1 year working closely with or as part of a technology and/or data and insight team	✓
	Awareness of recognised IT service methodologies (e.g. ITIL) for the delivery of technology support services	
	Experience of engaging with learners at all levels, including the executive management teams of organisations	✓
	Experience of delivering high quality documentation resources for colleagues	✓
	Experience of working with suppliers to deliver learning opportunities	✓
<b>SKILLS AND ABILITIES</b>	Excellent communication skills, both written and oral	✓
	Technology savvy with a good commercial acumen and willingness to learn	✓
	Good presentation skills with the ability to lead workshops and forums	✓
	Demonstrable ability to manage competing priorities and align to organisational need	✓
	Ability to articulate technical and service management concepts to non-technical staff	✓
	Ability to be a strong voice, advocating for appropriate learning materials within the data, technology and workplace management team	✓
	Self-motivated with the ability to motivate others to deliver for the organisation	
	Good working knowledge of CRM/ERP systems and M365 suite.	✓
	Ability to actively contribute to a professional service delivery model	✓

Key: ✓ = key criteria