

**About Salix**

Salix’s role is to support the UK government in driving the transition to a low-carbon future by delivering and administering grant and loan funding schemes on behalf of the Department for Energy Security and Net Zero, the Department for Education (DfE) and the Scottish and Welsh Governments, to public sector organisations.

Salix plays a key role in increasing awareness of energy efficiency and heat decarbonisation across the public sector throughout the UK. We work closely with public sector bodies, establishing trust and long-term relationships, disseminating knowledge, and providing technical and tailored support.

In 2023 Salix’s role expanded beyond the public sector; in January 2023 the Department appointed Salix as delivery agent for Wave 2 of the Social Housing Decarbonisation Fund (SHDF) and Home Upgrade Scheme (HUG) schemes.

Salix is a fast-growing business providing excellence in the schemes it delivers.

It offers a dynamic culture in an environment that invests in its people through training and career progression. Our people are committed and passionate about supporting government to reach ambitious net zero targets. This is the future, and we are proud and excited to be part of it.

**Work life at Salix**

For staff joining Salix we run a comprehensive induction programme to support staff to be successful at work. Every member of staff is part of a team and has a named line manager who helps you plan your work and manage your training and development. You will be encouraged to study for further industry qualifications, such as CMI.

Role	Senior Energy & Carbon Analyst
Department / Location	<b>Energy &amp; Carbon Team Manchester (External)</b>
Reports to	Energy and Carbon Programme Manager
Package	Band C (£40,056) 12 months fixed term contract 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>Overview</p>	<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>
<p>Key Responsibilities</p>	<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> <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>
<p>Person Specification</p>	<p>See Appendix 1 below</p>

### How to apply

If you wish to apply for this role, please submit all of the following to HR: An up-to-date CV and an Equality monitoring form (available to download here).

### 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 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.

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.

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 team will reach out to schedule your first-stage video interview shortly.

### Appointment timetable

- Applications will close on **Monday 11 May 2026, 09:00**
- First Stage interview (conducted by Ivy Rock)
- Shortlisted candidates will be invited to interview on **Tuesday 19 May 2026**.
- Presentation details will be released prior to interview.
- Start in post by mutual agreement.

**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	✓
	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	✓

**Key:**

✓ = key criteria

\* if you do not have this qualification, evidence that you are studying for this qualification and date to complete will be considered as appropriate evidence. Completing a training and development approval form in response to this advert does not meet the evidence criteria.