

Job Description Assistant Director of Programmes

Job title: Assistant Director Programmes
Reporting to: Director of Programmes
Location: 75 King William Street, Monument, London
Contract: Permanent
Job description reviewed: September 2021

About Salix

Salix Finance Ltd (Salix) is a non-departmental public body, owned wholly by HM Government, established to accelerate public sector investment in energy efficiency technologies. Salix is funded by the Department for Business, Energy, and Industrial Strategy (BEIS), the Department for Education (DfE) and the Welsh and Scottish Governments, and works with public sector bodies throughout the UK, helping them to make progress towards achieving their carbon reduction targets.

Salix's principal business since 2004 has been to deliver interest-free finance to Public Sector Organisations in England, Scotland, and Wales, supporting them to deliver their carbon management plans by reducing their carbon footprint and energy bills.

On 30th September 2020 BEIS launched the Public Sector Decarbonisation Scheme (PSDS) and Public Sector Low Carbon Skills Fund (PSLCF) both of which are being delivered by Salix. The purpose of both schemes is to provide grant funding to Public Sector Organisations to deliver capital energy efficiency and heat decarbonisation projects within public sector non-domestic buildings, including central government departments and non-departmental public bodies in England. The scheme aligns with BEIS' new mission and priorities and will also encourage green investment, supporting the Government's net-zero and clean growth goals. Phase 2 of the PSDS was announced on 17 March 2021 and was launched on 7 April 2021.

Salix now employs over 100 staff and are proud to have been awarded the Investors in People Gold Award and came first in the Sunday Times Top 100 companies to work for in category small companies, not for profit category in 2021.

Salix has recently gone through a period of significant growth and continues with its passion and ambition to assist in the Public Sector Net Zero transformation agenda.

Job Purpose

As one of the 2 Assistant Directors, you will assist the Directors of Programmes to drive performance across the business, including line managing up to 3-4 Senior

Programme Managers, overseeing the strategy and delivery plans for their teams and providing leadership to ensure successful delivery of our programmes. You will be responsible for managing multiple Salix Loan & Grants Programmes across these teams and strategically developing the future pipeline of projects across funding programmes. On a regular basis, you will prepare performance reviews for the Chief Executive, Director of Programmes, Director of Strategy & Technical Services, Director of Finance & Resources and the Board of Salix. The role deputises for the Director as required.

Salix is going through a period of significant financial growth. A substantial aspect of this role is to support the growth of the company and concentrate on building the customer base with a sustainable pipeline of project opportunities across all programmes in England, Scotland and Wales. You will also be an active member of the Corporate Management Team, contributing to strategic decision making across the company and leading multi-team projects

Your supporting team of Senior Programme Managers are jointly responsible for managing the delivery of ~£1bn of project delivery which is expected to grow over the next five years. The successful candidate will also develop and maintain key stakeholder relationships with funders, clients and partners and to ensure that all risks in the lifecycle of the Loan and or Grant Programmes and with individual projects are managed effectively.

Key Responsibilities:

Performance and Delivery

- Reporting on the performance of programmes to the Director of Programmes, Director of Finance & Resources and the Chief Executive
- Managing the reporting of key indicators across programme teams, including: projections of monthly and end of year project commitments and completions; end of year cash position; budgeting of claims for new funding
- Support the Directors of Programmes in preparing reports to funders on programme delivery
- Deliver monthly written reports on programme activities to the Salix Board
- Managing programme risk registers and providing input on the Board's strategic company-wide risk register

Project Management

- Develop and maintain good working relationships with delivery partners. For this position, it includes BEIS, DfE, EFSA, DoH, OFS, SFC, Welsh Government and Scottish Government
- Build new and maintain existing client and stakeholder relationships to sustain the pipeline of projects to deliver the annual outputs our funders require
- Develop relationships with new potential funders and obtain additional investment to allow us to undertake more projects and attract new clients
- Managing completions including: accurate forecasting and budgeting of claims, managing risks of abandonments, ensuring timely payments are made to clients
- Establish and maintain systems and processes to ensure the effective delivery of key projects
- Support the Director of programmes in developing, implementing and reviewing strategy and resourcing plans for the Delivery team.

- Ensure teams maintain a risk register and effectively manage risks
- Lead on Managing key delivery programmes as assigned by the Director of Programmes. This could include Recycling Funds, Salix Energy Efficiency Loans, Low Carbon Skills Funds and other new programmes as they are launched.
- Support the development of improvements to the IT systems used by Salix to support programme delivery

Management

- Lead, Manage and motivate direct reports, who lead small teams of staff delivering Salix programmes using the Salix performance management framework
- Develop, promote and adhere to Salix working procedures; working consistently across all programmes and input into the improvement of corporate processes
- Take part in strategic planning and budget setting to ensure effective funding implementation
- Actively contribute to Salix becoming a modern company with a national reputation for excellence and a company that puts into practice lowering our carbon footprint
- Active member of the Corporate Management Team
- Lead the induction programme for new Delivery team staff
- Implement in your working practice the values of Salix

Marketing & Communications

- Promote and market the work of Salix across the public sector to reach a position where we are regarded the market leaders in energy efficiency
- Undertake market sizing and research into new opportunities, where necessary
- Responsible for business development, supporting the growth of the company by building the customer base and project pipeline across all sectors
- To work with the Salix PR & Marketing team to identify beneficial marketing opportunities
- Responsible for representing Salix and presenting at various promotional events
- Arrange and attend funder meetings and client visits as appropriate
- Out of hours work when required and regular travel around the UK

HR

- Ensure team staff are trained and developed according to job requirements to ensure Salix has the skills and experience to expand its business over the period of its current strategy
- Develop strengths and skills of team members; undertake performance management and appraisals, supporting team members in their personal development and training plans
- Responsible for individual and team health and safety
- Recruitment and induction of new staff and conducting end of probation interviews
- Ensure the values of the company are demonstrated in all aspects of people management
- Manage poor performance, Sickness, any unauthorised Absence etc in line with Salix policy

- Also to include any other duties and responsibilities within the range of the salary grade.

Salary

£50,000 - £64,000 is the salary band

Level 7 (or equivalent) management qualification bar at £56,000

Ability to progress on the incremental scale is dependent on performance

The scale increases in increments of £2,000

Employee Benefits

- 28 days annual leave
- Cycle to work scheme
- Contributory Pension scheme
- Employee support with public transport costs
- Training

Appointment Process

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. The successful candidate will be appointed on a fixed term 3-month probationary contract. Successful completion of the probationary period will lead to an offer of employment contract. If the successful candidate is already employed by Salix there is no requirement to complete a second probationary period.

Candidates must demonstrate that they meet the qualifications, experience, skills and abilities listed in the Person Specification in Appendix 1.

Appointment Timetable

The position has been advertised on **Monday 27 September 2021**

Applications for the position will be closed on **Tuesday 12 October 2021**

Shortlisting will take place week commencing **Thursday 14 October 2021**

If you are shortlisted interviews will take place on the afternoon of **Tuesday 19 October and Wednesday 20 October 2021**

If you wish to apply for this role please submit the following to louis@greenrecruitmentcompany.com

1. An up to date CV
2. All candidates are asked to submit a personal statement of no more than 2,500 words stating why they are suitable for the post of Assistant Director. You are asked specifically to address the person specification criteria that have been highlighted in green.
3. Equality monitoring form ([available on Company HR – SharePoint](#)).

If you intend on applying for this role please hold these dates in your diary.

Appendix 1 - PERSON SPECIFICATION

CRITERIA	DESCRIPTION	ESSENTIAL/ DESIRABLE	ASSESSED BY
QUALIFICATIONS	Degree or equivalent professionally relevant qualification	E	AF
	Evidence of continuous professional development	E	AF
	Management qualification level 5 (or equivalent) or above Note 1	E	AF/I
EXPERIENCE	Minimum of 5 years relevant management experience	E	AF/I
	Substantial people management experience	E	AF/I
	Proven track record of leading, delivering and/or implementing projects across an organisation, including at a senior level where necessary, within a timescale	E	AF/I
	Experience in providing advice and support to senior managers and employees	E	AF/I
	Experience of leading and managing a team using a performance management framework	E	AF/I
	Previous customer service experience	E	AF/I
	Strong IT skills, familiarity with MS suite	E	AF/I
	Experience providing structured plans and setting clear objectives that implement strategy and drive delivery	D	AF/I
	Experience in establishing credibility and trust with key stakeholders, to build and extend influential networks	E	AF/I
Experience of making decisions through the analysis of relevant	E	AF/I/T	

	information and risk assessment		
SKILLS AND	Ability to work flexibly and proactively within a small team	E	AF/I
ABILITIES	Ability to manage, prioritise and deliver a number of projects and work programmes within timescale	E	AF/I
	Communicates effectively, confidently and assertively both in writing and when speaking. Good interpersonal skills.	E	AF/I
	Fosters collaborative and co-ordinated working across teams and in partnership with other organisations	E	AF/I
	Presents a credible and positive image internally and externally	E	AF/I
	Analytical, accurate and quality-conscious work	E	AF/I
	Pays close attention to detail, ensuring team's work is delivered to a high standard	E	AF/I
	Effective time management and ability to set realistic timescales for work delivery	E	AF/I
	Self-motivated and good organisational skills	E	AF/I
	Able to act in an innovative, creative and solution orientated way	D	AF/I
	Evidence of promoting the values of a company	E	AF/I
	Ability to effectively contribute at meetings and events participation	E	AF/I
	Knowledge of energy efficient and low carbon technologies	D	AF/I
	Understanding key political drivers to create the right environment for developing and delivering investment in energy efficiency	E	AF/I