

Job Title: Documentation and Training Analyst
Reporting to: Information Systems Manager
Location: London
Contract type: Permanent
Date advertised: June 2022, External Advert
Job description reviewed: June 2022

About Salix

Salix Finance is a non-departmental public body established to accelerate public sector investment in low carbon technologies. Salix is publicly funded by BEIS, DfE, and the Welsh and Scottish Governments and works with public sector bodies throughout the UK, helping them make progress towards achieving their carbon reduction targets. We do this by offering grants and interest free loans for low carbon and energy efficiency projects. By joining Salix, you will learn about low carbon technologies and their application in the built environment, financing of capital projects, government policy and client relationship management.

Salix 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 in 2021.

On 30th September 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.

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 in a team and has a named line manager who helps organise individual workload and manages training and development.

Job Purpose

With the objective to - improve our documentation within the IS team in terms of structure, quality, and quantity - improve the knowledge of Salix's employees in using our systems and applications, we are looking for a Documentation & Training Analyst. Reporting to the Information Systems Manager for operations & support, the purpose of the role is to - build, maintain and manage a structured documentation framework within the information systems team - create and update documents within the IS team but also for the users of our finance, delivery, and other systems - build training plans so that our users always use our systems and applications in the most efficient way.

Key responsibilities and duties

- Design, manage, implement, and evaluate documentation standards across the team.
- Ensure all documentation and process mappings are up to date.
- Work with subject matter experts to create documents, assess training gaps and build training plans.
- Maintain expert knowledge of the systems and applications used at Salix.
- Schedule and coordinate training sessions, maintain records of training activities.
- Develop teaching aids, such as user guides, multimedia visual aids, computer tutorials, etc.

Person specification

- See [Appendix 1](#)

Salary

- From £30,000pa to £32,000pa, depending on experience.

Employee benefits

- 28 days annual leave
- Cycle to work scheme
- Contributory Pension scheme
- Employee support with public transport costs
- Supported training budget for staff
- Travel pass (National Rail)

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 3 month 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.

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*.

Candidates will also be expected to undertake a testing exercise relevant to the role. Further details will be provided to those candidates when invited to interview.

There is no additional probation period should the successful applicant be an employee of Salix promoted to this post.

How to apply

If you wish to apply for this role, please submit all of the following to HR@salixfinance.co.uk.

1. An up to date CV
2. Equality monitoring form (*available to download here*)

Please specify in the application the subject the job title you are applying for.

Appointment timetable

- The position has been advertised on **Wednesday 22 June 2022**.
- Applications will close on **Thursday 14 July 2022, midnight**.
- Assessments will take place prior to the formal interview and to be confirmed.
- The interview date for shortlisted candidates is on or around **Tuesday 19 July 2022**.
- Start in post by mutual agreement.

If you intend on applying to this post and are unable to attend any of the scheduled dates shown above please contact a member of the HR team.

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 have any questions, please contact HR@salixfinance.co.uk.

Appendix 1: Personal Specification

CRITERIA	DESCRIPTION	Essential Criteria
QUALIFICATIONS	Bachelor's degree or equivalent combination of education and experience.	✓ CV
SKILLS AND ABILITIES	2 years' experience in documentation, training, process mapping or equivalent.	✓ CV/I
	Ability to communicate both business and technical information.	✓ CV/I
	Ability to prioritize in a timely and efficient manner.	✓ CV/I
	Proficiency with technology and systems with the ability to quickly learn new systems.	✓ CV/I
	Proficiency in Microsoft Office & tools (SharePoint, Word, PowerPoint, Excel, Power platform...).	✓ CV/I
	Fosters collaborative and co-ordinated working across teams and in partnership with other organisations	✓ I
	Presents a credible and positive image both internally and externally	✓ I
	Pays close attention to detail, ensuring team's work is delivered to a high standard	✓ I
	Effective time management and ability to set realistic timescales for work delivery	✓ I
	Self-motivated and good organisational skills	✓ I
	Ability to make decisions that demonstrate commitment to Salix's corporate strategy and values	✓ I
	Demonstrate and understand equal opportunities	✓ I
	Willingness to learn and commitment to personal development and training	✓ CV/I

Key:

✓ = key criteria

CV= Curriculum Vitae, PS = Personal Statement, T = Test, P = Presentation, I_ = Interview