

Senior Energy and Carbon Analyst Job Description

Job Title:	Senior Energy and Carbon Analyst
Reporting to:	Energy and Carbon Programme 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

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.

Key responsibilities

- Oversee the completion of technical reviews ensuring the high quality and accuracy of applications for financing decarbonisation projects
- Managing Energy and Carbon Analysts including delegating work, feedback and performance reviews
- Managing an external technical consultant, monitoring the delivery of technical assessments sent to them, ensuring assessments are completed in the timelines set out
- Managing an external technical consultant, monitoring their assessment quality, and ensuring they are completed in line with the assessment procedures. You will organize weekly meetings to monitor performance, go through questions from assessors and track their progress
- Undertaking full technical reviews of applications, including assessment of technical feasibility, value for money and project delivery risk
- Lead client communications to review and resolve technical queries with applicants
- Liaise with clients either via email, calls or in person meetings
- Producing performance reports related to external technical consultant assessment progress
- Producing performance reports for the Energy and Carbon Programme Manager and other teams
- Undertake and support site audits of Salix funded projects throughout the UK.

Key duties

- Updating and continual development of Salix Application Forms and technical procedures
- Development of technology-specific tools to support client calculations
- Develop additional Salix support material including best practice examples and case studies
- Build new and maintain existing relationships with clients and consultant/supplier base
- To develop staff technical knowledge through shared learning and provide technical advice to colleagues within Salix
- Support the Communication and PR team with technical aspects of marketing material
- Overseeing the analysis of energy and carbon savings data from funded projects
- Represent Salix at various promotional events
- Organise and deliver technical and corporate presentations at client workshops and to the Salix board
- Support the business development team with any development/research work relating to the organisation, technologies or the reporting databases, website and front-ends such as the Recycling Fund reporting system (SERS).
- Conducting site visits to evaluate energy efficiency potential, provide advice on making a Salix application and supporting pipeline building
- Perform all other duties required by the role

Person specification

- See Appendix 1

Salary

- £30,000pa

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. A statement of no more than 1,500 words as to how you match the requirements of the Person Specification ensuring you address the ten key criteria highlighted in the key criteria column of the Person Specification
3. 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 **Friday 10 June 2022**.
- Applications will close on **Monday 11 July at 09:00**.
- Assessments will take place prior to the formal interview and to be confirmed.
- The interview date for shortlisted candidates is **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	KEY CRITERIA
QUALIFICATIONS	Degree or equivalent professionally relevant qualification	CV
	Evidence of recent professional development	CV
	Management qualification* or equivalent experience	CV/I
PROGRAMME-SPECIFIC	Relevant work experience in a building or energy services capacity	CV/I/PS ✓
	Knowledge of energy efficient and low carbon technologies	CV/I/PS ✓
	Establish and manage client facing initiatives with the objective of sharing best practice and accelerating client delivery	CV/I
EXPERIENCE	Relevant work experience of managing projects and individual staff	CV/I/PS ✓
	Substantial leadership and people management experience, both staff & customers	CV/I
	Proven track record of leading, delivering and/or implementing projects within an organisation	CV/I/PS ✓
	Experience in providing advice and support to managers and employees	CV/I/PS ✓
	Presentation experience	CV/I
	Significant customer service experience	CV/I
	Good IT skills, including all Microsoft Office Programmes with a focus on Microsoft Excel	CV/I
SKILLS AND ABILITIES	Ability to work flexibly and proactively within a small team	CV/I
	Ability to manage, prioritise and deliver a number of projects and work programmes within timescale	CV/I/PS ✓
	Communicates effectively, confidently and assertively both in writing and when speaking	CV/I
	Fosters collaborative and coordinated working across teams and in partnership with other organisations	CV/I/PS ✓
	Presents a credible and positive image both internally and externally	CV/I
	High level of numeracy and data analysis skills	CV/I

	Pays close attention to detail, ensuring team's work is delivered to a high standard	CV/I/PS ✓
	Effective time management and ability to set realistic timescales for work delivery	CV/I
	Self-motivated and good organisational skills	CV/I
	Good interpersonal skills	CV/I
	Ability to effectively contribute at meetings and events participation	CV/I
	Understanding key political drivers to create the right environment for developing and delivering investment in energy efficiency	CV/I
	Willingness to travel across the UK	CV/I
	Ability to make decisions that demonstrate commitment to Salix's corporate strategy and values	CV/I/PS ✓
OTHER	Demonstrate and understand equal opportunities	CV/I
	Willingness to learn and commitment to personal development and training	CV/I/PS ✓

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.

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