

Senior Energy & Carbon Programme Manager Job Description

Job Title:	Senior Energy and Carbon Programme Manager
Reporting to:	Director of Strategy & Technical Services
Location:	London
Date advertised:	Thursday 21 July 2022
Job Description reviewed:	July 2022

Organisation

Salix Finance is currently an independent not for profit company established to accelerate public sector investment in energy efficiency technologies. Salix is publicly funded by the government departments BEIS, DfE, and the Welsh and Scottish Governments. Salix works with public sector bodies throughout the UK, helping them make progress towards achieving their carbon reduction target. The existing client base includes Local Authorities, NHS Trusts and Foundation Trusts, Higher and Further Education institutions, Schools and Academies, Central Government and Emergency Services.

Since 2004, Salix has worked with over 2,300, clients and more than 17,000 individual projects and is estimated to save the public sector over £2.5 billion of lifetime savings. Salix have been awarded Investors In People Gold accreditation, and has recently been awarded Sunday Times 100 Best Not-for-Profit Organisations to Work For in 2020.

Job Purpose

As a Senior Energy and Carbon Technical Programme Manager, you will lead the Energy and Carbon Team overseeing the strategy and delivery plans. You will be responsible for managing the technical due diligence of multiple Loan and Grant Projects across the various teams. You will provide strategical advice on the development of future funding programmes and working with BEIS to create criteria for Energy Efficiency and Grant scheme.

You and your team will engage directly with the client base to help build pipeline and influence client plans. You will engage with funder representatives and work with them to create programmes for the public sector on decarbonisation and energy efficiency projects. On a regular basis you will prepare performance reviews for the Chief Executive, Director of Strategy & Technical Services, Director of Finance & Resources and the Board of Salix.

You will be supporting your team with the management of six external technical assessor applying standard procedure to ensure due diligence are carried out at pace and quality and KPIs associated with external assessor are verified and achieved.

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 technical project opportunities across all programmes in England, Scotland and Wales and central government. You will also be an active member of the Corporate Management Team, contributing to strategic decision making across the company.

Your supporting team of Programme Managers are jointly responsible for managing the delivery of ~£1.425b 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 a Loan and or Grant Programmes and with individual projects are managed effectively.

Key Responsibilities

Reporting and Budgeting

- Reporting on the performance of technical programmes to the Director of Strategy & Technical Services, 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
- Quarterly performance reporting to funders on programme delivery and administration costs
- 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
- Reporting on the performance of the programme with funders on regular basis with daily, weekly and monthly reports during the due diligence period.

Project Management

- Develop good working relationships with delivery partners, for this position it includes BEIS, DfE, EFSA, DoH, OFS, SFC, Welsh Government and Scottish Government and Civil Service Departments and their Agencies.
- Build new and maintain existing client and stakeholder relationships to increase 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 for when funds are awarded and ensuring the effective delivery of key projects
- Develop, implement and review both strategy and activity plans for your programme teams
- Ensure the Programme Manager and their teams maintain a risk register and effectively manage risks
- Manage the strategic risk register for the whole organisation.

Management

- Manage and motivate direct reports, who lead small teams of staff delivering Salix programmes using the Salix performance management framework
- Prepare strategic reports for the Chief Executive, Directors, Board members and external funders.
- Adhere to and promote Salix working procedures; working consistently across all programmes and input into the improvement of 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
- Manage the induction programme for new staff
- Ensure all members of the technical team are trained and developed in line with the job requirements, ensuring that Salix has the skills and experience to expand its business over the period of its current strategy.
- Manage with HR's involvement disciplinary matters.

Technical

- Have extensive skills, experience, and technical knowledge to lead a technical team
- Competent at advising senior stakeholders on a variety of energy efficient technologies and low carbon technologies.
- Developing and/or reviewing complex business cases for energy efficiency, heat decarbonisation and carbon reduction projects
- Ability to successfully plan, lead and coordinate multiple high value technical projects
- Have up to date technical information on new technologies
- Extensive experience of assessing and validating complex technical projects
- Supporting the continuous improvement of project management processes and tools across the organisation
- Organising strategic project review sessions for grants and loans projects
- Supporting grants / loans submissions in developing high quality responses for large scale projects that have been accepted and those that have been turned down
- Familiarity with methods of procurement and RIBA stages of design
- Have experience in relation to assessing carbon impacts at different stages of a project or product lifecycle would be desirable
- Lead and Co-ordinate the development of strategic Business Development case studies, including quality assurance of these and ensuring correct consent and approvals are obtained and documented
- Co-ordinating other business development activities such as development of thought pieces, web content
- Inclusive of any other duties and responsibilities within the range of the salary grade.

Salary

£40,000pa

Employee Benefits

- 28 days annual leave
- Cycle to work scheme
- Contributory Pension scheme
- Employee support with public transport costs
- Training
- Access to Employee Assistance Programme (EAP)

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. 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. In order that candidates focus on the experience, skills and abilities in the Person Specification a key is provided for method of assessment eight specific areas have been ✓. Candidates should place greater emphasis on these **eight points** in their written statement which should be no more than **2,500 words**. Other aspects of the Person Specification will be evidenced from your **CV, test 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.

Appointment Timetable

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The position has been advertised on **Thursday 21 July 2022**.
Applications for the position will be closed **Monday 8 August 2022, 09:00am**.
Longlisting will take place week **Monday 8 August 2022**
Assessment exercise will take place on **Friday 12 August 2022**
If you are shortlisted interviews will take place on **Thursday 18 August 2022**.

If you intend on applying for the post of Senior Technical Programme Manager please hold these dates in your diary.

How to Apply

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

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 Senior Programme Manager (Technical). You are asked to address **All** points on the person specification criteria paying particular attention to those marked with a ✓
3. Equality monitoring form ([available to download here](#))

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.
- 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 and who do not demonstrate they meet the criteria will not be longlisted.

- 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 - PERSON SPECIFICATION

CRITERIA	DESCRIPTION	KEY CRITERIA Assessed by
QUALIFICATIONS	Degree or equivalent professionally relevant qualification	CV
	Evidence of continuous professional development	CV
	Management qualification level 7 (or equivalent) or above <small>Note 1</small>	CV /I
	Minimum of 5 years relevant management experience	CV/I
EXPERIENCE	Substantial people management experience	I
	Proven track record of leading, implementing complex business cases for energy efficiency and carbon reduction projects across an organisation.	✓ CV/PS/I
	Delivering projects within timescale.	CV/I
	Experience in providing advice and support to senior managers and employees	✓ CV/PS/T/I
	Experience of leading and managing a team using a performance management framework	I
	Previous customer service experience	I
	Strong IT skills, familiarity with MS suite	CV/I
	Experience providing structured plans and setting clear objectives that implement strategy and drive delivery	✓ CV/PS/I
	Experience in establishing credibility and trust with key stakeholders, to build and extend influential networks	✓ PS/I
	Experience of making decisions through the analysis of relevant information and risk assessment	CV/PS/I
	An understanding of local government and central government	✓ CV/PS/T/I
	Ability to work flexibly and proactively within a small team	I
	Ability to manage, prioritise and deliver a number of projects and work programmes within timescale	T/I
SKILLS AND ABILITIES	Communicates effectively, confidently and assertively both in writing and when speaking. Good interpersonal skills	✓ PS/T/I
	Fosters collaborative and co-ordinated working across teams and in partnership with other organisations	PS/I
	Presents a credible and positive image internally and externally	I
	Analytical, accurate and quality-conscious work, pays close attention to detail, ensuring team's work is delivered to a high standard.	PS/T/I
	Effective time management and ability to set realistic timescales for work delivery	I
	Self-motivated and good organisational skills	I

	Able to act in an innovative, creative and solution orientated way	I
	Evidence of promoting the values of a company	I
	Ability to effectively contribute at meetings and events participation	I
	Knowledge of energy efficient and low carbon technologies	✓ CV/PS/I
	Understanding key political drivers to create the right environment for developing and delivering investment in energy efficiency	I
	Good understanding of public sector structures, procurement processes, financial/budget flows and ways of work in: Local Authority, Higher Education, NHS, and other public sector	CV/I
	Understanding of energy and carbon legislation across the UK	PS/I
	Understanding and familiar with methods of procurement and RIBA stages of design	✓ CV/PS/I
	Willingness to travel	I
	Ability to make decisions that demonstrate commitment to Salix's corporate strategy	I
	Challenges the views of others in an open and constructive way	I
	Holds a growth mindset, able to create a learning culture and maintain a capable and high performance workforce	I
	Demonstrate and understand equal opportunities	I
	Knowledge of best practice human resources management	I
	Member of a relevant professional body, chartered status or working towards	CV
OTHER	Willingness to learn and commitment to development and training for themselves and the team	PS/I

Key

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

Note 1= This post holder needs to obtain the level 7 qualification within two years of joining Salix.