

**Job Title:** Information Systems Manager  
**Reporting to:** Head of Information Systems  
**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**

As part of the IT Transformation project, Salix is looking for a manager to strengthen our Information Systems team. The IS Manager will be responsible of a team working on projects and improvements within Salix applications and systems. Reporting to the Head of Information Systems, the purpose of the IS Manager is to lead the project team, in coordination with the IS Manager in charge of operations and support.

## **Key responsibilities and duties**

- Active involvement in the IT Transformation project.
- Bring a structured approach of coordinating and delivering projects, supported by best practices.
- Coordinate ongoing projects and improvements, ensure that the deadlines are met.
- Provide guidance to the project team, along with the appropriate tools and methodologies.
- Effective and clear communication both orally and in writing.
- Leads on relationships with external service suppliers
- Manage a team of business analysts and support them in their growth in terms of skills and responsibilities.

## **Person specification**

- See [Appendix 1](#)

## **Salary**

- £45,000-£50,000pa, 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](mailto: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](mailto:HR@salixfinance.co.uk).

## Appendix 1: Personal Specification

CRITERIA	DESCRIPTION	Essential Criteria
<b>QUALIFICATIONS</b>	Relevant degree in management and/or information technology	✓ CV
<b>SKILLS AND ABILITIES</b>	More than 5 years of experience in IS/IT implementation and improvements projects.	✓ CV/I
	Strong experience in leading people, teams, and projects.	✓ CV/I
	Knowledge of tools and methodologies related to project and change management.	✓ CV/I
	Good knowledge of business applications and ERPs (NetSuite, SAP, etc.).	✓ CV/I
	Excellent communication skills with the ability to explain complex ideas and concepts in a clear and concise manner.	✓ 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	✓ CV/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, T = Test, P = Presentation, I\_ = Interview