

## Energy and Carbon Programme Manager Job Description

<b>Job Title:</b>	Energy and Carbon Programme Manager
<b>Reporting to:</b>	Senior Energy and Carbon Programme Manager
<b>Location:</b>	London
<b>Date advertised:</b>	Wednesday 18 May 2022
<b>Contract type:</b>	Permanent
<b>Job Description reviewed:</b>	May 2022

### Organisation

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.

### Job Purpose

As an Energy and Carbon Programme Manager, you would be responsible for managing a team of staff and external technical contractors. As a team of Programme Managers and a member of the Energy and Carbon Team and Delivery Team group, you are jointly responsible for managing the delivery of the Public Sector Decarbonisation Scheme and loans programmes in Scotland and Wales. The successful candidate will be able to develop key stakeholder relationships with funders, clients and partners and to ensure that all risks in the lifecycle of the Programmes and funding low carbon technology projects are managed effectively and create carbon savings.

### Key Responsibilities Project Management

- Develop good working relationships with delivery partners – including BEIS, DfE, Welsh Government and Scottish Government and central government departments
- Oversee/ensure the completion of quality and accuracy of technical assessment of applications for funding
- Liaise with clients on projects that require more experience and understanding of a technology including attending client meetings
- Manage Technical Contractors work at peak times ensuring their work is of a high standard and they meet KPI's
- Establish and maintain systems and processes for when funds are awarded and ensuring the effective delivery of key projects

- Following up on the success of a programme and on-going improvements
- Develop and implement an activity plan for the team

## **Management**

- Manage and motivate a team of staff who are assessing Salix programmes
- Manage Energy and Carbon Analysts to improve their skills and abilities
- 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
- Prepare written and verbal reports for the company
- Provide written reports as required for the Board
- 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
- Contribute to the overall management of Salix being an example to others of the Salix values
- Work effectively and positively with all teams to provide an excellent work environment and effective team work
- Promote innovation within the team that enables efficiency and quality of processes.

## **Technical**

- Have the skills and experience and technical knowledge to lead in the Energy and Carbon Team
- Understanding of energy and decarbonisation policies and low carbon solution such as heat pumps, heat network, energy efficiency and fabric insulation. Ability to co-ordinate and lead the business relationship with our external partners
- Conducting site visits to evaluate low carbon technology potential, provide advice on making a Salix application and post project audits
- Develop additional Salix support material including best practice examples and case studies
- To develop staff technical knowledge through shared learning
- Overseeing the analysis of energy and carbon savings data from funded projects

## **Salary**

- £34,000pa

## **Employee Benefits**

- 28 days annual leave
- Cycle to work scheme
- Contributory Pension scheme
- Employee support with public transport costs
- Training (technical and management)

## 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. If the successful candidate is not currently working with Salix they 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 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.

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 intend on applying to this post and are unable to attend the scheduled interview dates please contact [HR@salixfinance.co.uk](mailto:HR@salixfinance.co.uk).

## Appointment Timetable

- The position has been advertised on **Wednesday 18 May 2022**
- The position will be closed on **Monday 6 June 2022 at 09:00am**
- Shortlisting will be completed by **Thursday 9 June 2022** when the exercise and interview task will be released to shortlisted candidates
- Interviews will take place on **Wednesday 15 June 2022**

If you wish to apply for this role please submit the following to [HR@salixfinance.co.uk](mailto:HR@salixfinance.co.uk):

1. An up to date CV
2. All candidates are asked to submit a personal statement of no more than 1,500 words stating why they are suitable for the post of Programme Manager. You are asked specifically to address the 8 person specification criteria that have been highlighted the key criteria column of Appendix 1
3. Equality monitoring form ([available to download here](#))

## Appendix 1: Personal Specification

CRITERIA	DESCRIPTION	KEY CRITERIA
QUALIFICATIONS	Degree or equivalent professionally relevant qualification	
	Evidence of further professional development	
	Management qualification level 5 or above*	
EXPERIENCE	Minimum of 5 years relevant work experience	
	Substantial people management experience	
	Proven track record of leading, delivering and/or implementing projects across an organisation, including at a senior level where necessary, within a timescale	
	Experience in providing advice and support to managers and employees	✓
	Presentation experience	
	Experience of leading and managing people	
	Previous customer service experience	
	Strong IT skills, familiarity with MS suite	
	Experience providing structured plans and setting clear objectives that implement strategy and drive delivery	
	Experience in establishing credibility and trust with key stakeholders, to build and extend influential networks	✓
	Experience of making decisions through the analysis of relevant information and risk assessment	
	An understanding of local government and central government	✓
	SKILLS AND ABILITIES	Ability to work flexibly and proactively within a small team
Ability to manage, prioritise and deliver a number of projects and work programmes within timescale		
Communicates effectively, confidently and assertively both in writing and when speaking		✓
Fosters collaborative and co-ordinated working across teams and in partnership with other organisations		
Presents a credible and positive image both internally and externally		✓
High level of numeracy		
Pays close attention to detail, ensuring team's work is delivered to a high standard		✓
Effective time management and ability to set realistic timescales for work delivery through a Performance Management System		
Self-motivated and good organisational skills		
Good interpersonal skills		
Ability to effectively contribute at meetings and events participation		
Knowledge of energy efficient and low carbon technologies		✓

	Understanding key political drivers to create the right environment for developing and delivering investment in energy efficiency and low carbon technologies	
	Good understanding of public sector structures, procurement processes, financial/budget flows and ways of work: Local Authority, higher education, NHS and other public sector	
	Understanding of energy and carbon legislation in England, Scotland, Wales and Northern Ireland	
	Willingness to travel	
	Ability to make decisions that demonstrate commitment to Salix's corporate strategy	
	Challenges the views of others in an open and constructive way	
	Able to create a culture of learning, and maintain a capable and high performance workforce	✓
OTHER	Demonstrate and understand equal opportunities	
	Willingness to learn and commitment to development and training for themselves and the team	

\* 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.

