

Data Support Officer Job Description

Job Title:	Data Support Officer
Reporting to:	Senior Business Analyst
Location:	Central London, King William Street
Contract Type:	Fixed Term Contract, ending 31 March 2023
Date advertised:	October 2021

Organisation

Salix Finance provides Government funding to the public sector to improve energy efficiency, reduce carbon emissions and lower energy bills. Salix is a non-departmental public body, owned wholly by Government. Salix is funded by the Department for Business, Energy and Industrial Strategy, the Department for Education, the Welsh Government and the Scottish Government.

Salix are proud to have been awarded the Best Companies No.1 Not-For-Profit in the UK 2021 Award, the Investors in People Gold Award and came second in the Sunday Times Top 100 companies to work for in category small companies, not for profit category in 2020.

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. Successful applicants will be encouraged to study for relevant qualifications, becoming an expert in their field.

Job Purpose

The Data Support Officer will work to company values and principles and in doing so will be responsible for supporting the Business Analysts with regular reporting from, and management of, Salix's internal databases and systems. Working as part of the Business Analysis and Systems team, the primary role of the successful candidate will be supporting our operational, technical and finance teams to help with the analysis of data and performance against the key performance targets of the Salix funding programmes.

Key Duties and Responsibilities

- Assisting with the production of monthly, quarterly, yearly and ad hoc data support and reporting
- Liaising with the Business Analysts and Delivery Teams to identify system issues and required changes
- Working with the team on new systems development projects
- Supporting with updates and changes to the project reporting system
- Collating data for the production of management information presented to the Salix Board and to other stakeholders
- Maintenance and resolution of issues for the database and web front end systems, working with external IT partners as required

Salary

- £25,500 during probationary period which lasts 12 weeks
- £26,000 after successful probationary period
- Rising to £33,000 by annual increments, based on performance
- Travel pass (National Rail)

Employee benefits

- 28 days annual leave
- Cycle to work scheme
- Contributory pension scheme
- Season ticket loans
- Supported training budget for staff

Appointment process

Salix operates a probationary period for all new staff, on a fixed term 3-month probationary contract. 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. Successful completion of the probationary period will lead to an offer of permanent employment contract.

Candidates must demonstrate that they meet the qualifications, experience, skills and abilities listed in the Personal Specification in Appendix 1.

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.

Appointment timetable

- The position has been advertised on **Tuesday 19 October 2021**.
- Applications should be submitted no later than **Monday 8 November 2021, midnight**.
- Interview dates for shortlisted candidates will take place remotely on **Wednesday 17 November 2021**.

If you intend on applying for the post of Data Support Officer, please hold these dates in your diary.

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 8 key criteria highlighted in the key criteria column of Appendix 1
3. Equality monitoring form ([available to download here](#))
4. Applicants should confirm where they learnt of the opportunity in the covering email/letter when submitting their application
5. Please state your availability for the planned interview period quoted in the appointment timetable as part of your application submission email

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.
- Applicants invited for an interview will be required to complete an Excel exercise prior to attending and to present the findings at the interview.
- All applicants must have the right to work in the UK and documentation is checked.

Appendix 1: Personal Specification

CRITERIA	DESCRIPTION	KEY CRITERIA
QUALIFICATIONS	Degree or equivalent professionally relevant qualification	CV
	Evidence of further professional development	CV
EXPERIENCE	Excellent IT skills, including all Microsoft Office applications with a focus on Microsoft Excel, including formulas (some VBA preferable)	CV/I/PS ✓
	Experience in a similar role	CV/I/PS ✓
	Experience in providing advice and support to managers	CV/I
	Knowledge of databases and their design	CV/I
	Experience of using CRM systems	CV/I
	Programming experience	CV/I
	Knowledge of reporting software and dashboard tools	CV/I
	Knowledge of website design/online portals	CV/I
	Knowledge and interest in energy efficiency and low carbon technologies	CV/I
SKILLS AND ABILITIES	Ability to work flexibly and proactively within a small team	CV/I
	Ability to manage, prioritise and deliver several projects and work programmes within timescale	CV/I/PS ✓
	Communicates effectively and confidently	CV/I/PS ✓
	Fosters collaborative and coordinated working across teams and in partnership with other organisations	CV/I/PS ✓
	Ability to positively represent Salix and good customer service skills	CV/I
	Strong numerical and analytical skills	CV/I/PS ✓
	Pays close attention to detail, ensuring 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
	OTHER	Ability to demonstrate and understand equal opportunities
Willingness to learn and commitment to personal development and training		CV/I/PS ✓

***Key:** ✓ = key criteria
Revised October 2021