

About us

We're Salix and we're on a mission to help save the planet.

We enable and inspire organisations in the public and private sectors to achieve their ambitious net zero targets and create better places to live and work.

We're passionate about our work and proud to be on the journey with them.

We deliver government funding schemes to support councils, schools, housing associations, hospitals and universities boost their energy efficiency, reduce their impact on the environment, save money and remove households from fuel poverty.

We work with the UK government and the devolved administrations in Scotland and Wales. As well as managing the funding schemes, we provide professional advice, expertise and support to grant recipients throughout all stages of their projects.

We also offer insight, intelligence and influence by sharing knowledge and lessons learnt from project delivery to help improve future schemes and policy development.

We were created in 2004 and have been growing ever since. We now employ 200 people. Our principal office is in Manchester and we have a base at Canary Wharf in London.

We are wholly owned by the Department for Energy Security and Net Zero.

Why work for us?

If you share our passion for addressing the urgent challenge of climate change and contributing to the UK's ambitious decarbonisation goals, we want to connect with you.

We offer fulfilling careers where every day brings exciting challenges and rewards.

You'll have the chance to leverage your skills and expertise to shape impactful projects, both large and small, making a meaningful difference across the UK.

Recognising that our employees are the reason for our success, we prioritise their wellbeing and professional development.

As proud holders of Investors in People and Carbon Literacy Project accreditations, we are committed to creating an environment where you can thrive.

As you'd expect, we offer a variety of benefits, activities and training opportunities to ensure you excel in your role and enjoy your time with us.

We're committed to equal opportunities and we're proud of the diverse workforce we have. We continue to grow the diversity of our people, promoting an inclusive culture.

Role	Business Analyst – Public Sector Decarbonisation
Department / Location	Delivery – Manchester
Reports to	Project Manager – Public Sector Decarbonisation
Package	£38,500-£45,000pa depending on experience
Overview	<p>Salix is currently developing and planning potential new decarbonisation schemes with several of our funders, and we are looking for an experienced Business Analyst to support this work. In this role you will support the development of new public sector decarbonisation schemes, supporting each of the projects through the different phases of the lifecycle.</p> <p>You will be responsible for supporting policy and operation delivery design decisions through the analysis of data from existing schemes to predict likely outcomes, trends, risks and issues. You will also be responsible for reviewing our existing processes and systems against the policy and operational delivery requirements of the new schemes and identifying the area for change and improvement.</p>
Key Performance Objectives	<ul style="list-style-type: none"> • Review our existing process against the requirements of changes to scheme policy or the policy requirements of new schemes. • Support Delivery, Energy, Carbon and Technical (ECT) and Finance in the development of the processes and procedures needed to deliver the required changes for future schemes. • Support policy and operational design decisions through the analysis of data from existing schemes to predict likely outcomes, trends, risks and issues

	<ul style="list-style-type: none"> • Proactively identify and mitigate project risks, issues, and dependencies to achieve project objectives and deliverables. • You will work with the relevant teams and stakeholders to ensure all processes and systems, including technology, are in place so that Salix is set up internally to succeed. You will highlight gaps in the system as identified by the relevant users and put in place mechanisms to ensure that opportunities to refine system requirements are in place.
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • Gather and document business requirements for both new and existing systems, processes and reports, identifying areas for improvement and efficiency: <ul style="list-style-type: none"> ◦ Offer recommendations and solutions for improvements using best practice methodologies and techniques. • Work alongside internal and external stakeholders on projects and implementation, as project and/or client delivery lead when required: <ul style="list-style-type: none"> ◦ Build and maintain strong relationships with stakeholders. • Document existing processes and create user guides as required. • Coordinate the delivery of training to end-users on new processes and systems, or process and system improvements. • Work with and support all functions of the organisation in the planning, launch and delivery of funding programmes: <ul style="list-style-type: none"> ◦ Ensure process and systems meet the requirements of new programmes. • Manage in-house systems and databases e.g. CRM, SERS, ensuring any issues are promptly identified and resolved. Manage security, authorisations and other key administrator tasks. • Support decision making and policy development through the analysis of data from previous schemes to predict likely outcomes, risks, issues and trends. • Highlight any process or systems related issues with the relevant teams for resolution • Manage the relationships amongst stakeholders by building confidence and trust with clear professional communications and assured expectation management activities, deliverables, resource requirements, milestones, and deadlines.

	<ul style="list-style-type: none"> • Contribute to providing documentation for new or improved processes, products, and services and ensuring that good practice is disseminated throughout the organisation.
<p>Key Skills and Competencies</p>	<ul style="list-style-type: none"> • 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 • Strong numeracy and data analysis skills • 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 • 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 • Willingness to travel • Ability to make decisions that demonstrate commitment to Salix’s corporate strategy
<p>Qualifications</p>	<p>5years experience working as a business analyst. Certified Business Analysis Professional</p>

Salix vacancies will be outsourced to our recruitment partners Nobul Recruitment solutions. In addition, due to the urgency of these roles there is no closing date and applications will be based on receipt and progressed accordingly until the position is filled.

Appointment timetable

- Applications will close on appointment.
- Shortlisted candidates will be invited to interview by mutual agreement.
- Start in post by mutual agreement.

Key information about application

- Applicants must demonstrate that they meet the qualifications, experience, skills and abilities listed in the [Personal Specification in Appendix 1](#).
- All applicants must have the right to work in the UK and documentation is required to support this.

How to apply

If you wish to apply for this role please we will require:

1. An up to date CV
2. Equality monitoring form available [here](#)
3. Send CV and personal statement to John@nobulrs.com

Please specify in the application email subject the job title you are applying for and within the email where you saw the job posted.