

## **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.

As proud holders of the Investors in People Silver accreditation, we are committed to creating an environment where you can thrive.

<b>Role</b>	<b>Delivery Team Business Manager</b>
Department / Location	Delivery / Manchester
Reports to	<b>Director of Programmes</b>
Package	£38,500per annum 28 days annual leave (excluding bank holidays) Cycle to work scheme Contributory pension scheme Employee support with public transport costs Supported training budget for staff Access to Employee Assistance Program
Overview	<p>We are looking for an innovative and proactive Business Manager to provide a high level of support to the Delivery Management Team (DMT) in the coordination and management of a large customer facing delivery team. Ensuring that effective planning and administrative systems to support the management of the team’s core activities are in place and maintained efficiently and effectively.</p> <p>You’ll be driven, proactive, resourceful and be able to make decisions under pressure. You will have excellent communication, interpersonal and problem-solving skills, being able to share information with the DMT, the wider team and other internal and external stakeholders efficiently and effectively.</p>
Key Performance Objectives	<ul style="list-style-type: none"> <li>• Provide comprehensive organisational and administrative support to the DMT.</li> <li>• Manage a range of Boards, Panels and Senior Management Meetings.</li> <li>• Give advice to Delivery Team managers on meeting procedures, protocols etc and track decisions to ensure they are delivered.</li> <li>• Coordination of key management tools across the wider team to ensure that the team is managed effectively, including the Delivery Risk Register, and KPI tracker.</li> <li>• Ensure that work is carried out in accordance with Salix core values, equality aims, policies and procedures.</li> </ul>
Key Responsibilities	<ul style="list-style-type: none"> <li>• Support the DMT by coordinating the tracking of and production of reports on key metrics such as KPIs, budget spending, forecasts and key risks.</li> <li>• Coordinate the production of key reports such as Executive Team paper and Board reports..</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage information flow across the Delivery team in a timely and accurate manner.</li> <li>• Act on behalf of the DMT to ensure that key actions are carried out by the wider team.</li> <li>• Maintain effective filing and data storage including emails and retrieval systems ensuring the needs of the DMT are met.</li> <li>• Provide support for Core Delivery meetings, ensuring meetings are properly arranged and serviced. This will include drafting agendas, collating papers and reports, taking minutes and following up action points as necessary.</li> <li>• Format information for internal and external communication – memos, emails, presentations and reports.</li> <li>• Screen and direct enquiries and distribute correspondence.</li> <li>• Plan and organise travel and accommodation for Delivery management Team Members when required.</li> <li>• Undertake any other appropriate duties as required to support DMT to enable them to fulfil their roles.</li> </ul>
<p>Key Skills and Competencies</p>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively orally and in writing with a wide variety of types and levels of contact.</li> <li>• Have a flexible approach to work and be receptive to change.</li> <li>• Experience as an Executive Assistant, Personal Assistant or similar role.</li> <li>• Able to work to tight deadlines and under pressure.</li> <li>• Ability to successfully manage formal committee meetings.</li> <li>• Level 3 Diploma in Business administration or equivalent.</li> <li>• Excellent MS Office knowledge.</li> <li>• Outstanding organisational and time management skills.</li> <li>• Discretion and confidentiality.</li> </ul>

**Appointment Process**

Salix is an equal opportunities employer and has a policy of equal pay.

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, including a presentation.

Successful candidates are required to undergo and pass a DBS and BPSS security check to be employed by Salix. This will be conducted as part of the reference process, on receipt of the signed acceptance of a conditional offer.

### **How to apply**

If you wish to apply for this role, please submit all of the following to [John@nobulrs.com](mailto:John@nobulrs.com):

1. An up-to-date CV.  
Equality monitoring form ([click here](#))

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

### **Appointment timetable**

- The position has been advertised through Nobul.
- Shortlisted candidates will be invited to interview by mutual agreement.
- Presentation details will be released prior to interview.
- 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 key skills and competencies.
- 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.

Appendix 1: Personal Specification

<b>CRITERIA</b>	<b>DESCRIPTION</b>	<b>ESSENTIAL CRITERIA</b>
<b>QUALIFICATIONS</b>	Degree or equivalent professionally relevant qualification	
	Evidence of further professional development	✓
	Management qualification level 3 or above	
<b>EXPERIENCE</b>	Experience as an Executive Assistant, Personal Assistant or similar role.	✓
	Strong IT skills, including all Microsoft Office Programmes with a focus on Microsoft Excel	✓
	Proven track record of leading, delivering and/or implementing projects within an organisation	✓
<b>SKILLS AND ABILITIES</b>	Ability to communicate effectively orally and in writing with a wide variety of types and levels of contact.	✓
	Ability to manage, prioritise and deliver a number of tasks and projects within timescale	✓
	Fosters collaborative and co-ordinated working across teams and in partnership with other organisations	✓
	Pays close attention to detail, contributing to the team's work being delivered to a high standard	✓
	Effective time management and ability to set realistic timescales for work delivery	✓
	Self-motivated and good organisational skills	✓