

### **About Salix**

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.

## Energy & Carbon Analyst Job Description



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.

<b>Role</b>	<b>Energy &amp; Carbon Analyst</b>
Department / Location	Manchester
Reports to	Energy & Carbon Programme Manager
Package	<p>Starting salary £27,000pa</p> <p>28 days annual leave            Cycle to work scheme            Contributory pension scheme            Employee support with public transport costs            Supported training budget for staff            Access to Employee Assistance Program</p>
Key Responsibilities	<ul style="list-style-type: none"> <li>• Undertaking full technical reviews of applications in line with procedures for all funding schemes (excluding the housing schemes), including assessment of technical feasibility, financial value for money and project delivery risk assessments</li> <li>• Lead client communications to review and resolve technical queries with applicants</li> <li>• Liaise with clients either via email, calls or in person meetings</li> <li>• Check technical assessments completed by Salix's external technical consultants, giving the assessor feedback where needed</li> <li>• Producing performance reports for the Energy &amp; Carbon Managers and other programme leadership teams</li> <li>• Supporting Energy &amp; Carbon Manager in developing processes for the measurement and analysis of approved applications</li> <li>• Provide expertise within Salix on low carbon heating, energy efficiency and renewable technologies covered in funding applications. Updating and continual development of Salix Application Forms and technical procedures</li> <li>• Development of technology-specific tools to support client calculations</li> <li>• Develop additional Salix support material including best practice examples and case studies</li> <li>• Build new and maintain existing relationships with clients and consultant/supplier base</li> <li>• To develop staff technical knowledge through shared learning and provide technical advice to colleagues within Salix</li> <li>• Support the Communication and PR team with technical aspects of marketing material</li> </ul>

	<ul style="list-style-type: none"><li>• Undertaking analysis of energy and carbon savings data from funded projects</li><li>• Represent Salix at various promotional events</li><li>• Organise and deliver technical and corporate presentations at client workshops and training events</li><li>• Support the business development team with any development/research work relating to the organisation, technologies or the reporting databases, website and front-ends such as the Recycling Fund reporting system (SERS).</li><li>• Conducting site visits to evaluate installed technologies, provide advice on making a Salix application and supporting pipeline building</li><li>• Also, to include any other duties and responsibilities within the range of the salary grade</li></ul>
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### 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.

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](#).

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

### How to apply

1. If you wish to apply for this role, please submit all of the following to HR  
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 **ten key criteria** highlighted in the key criteria column of the Person Specification.
3. Equality monitoring form (available to download 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 to HR@salixfinance.co.uk.

### Appointment timetable

- Applications will close once the role is filled.
- 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 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.

### Appendix 1: Person Specification

CRITERIA	DESCRIPTION	ESSENTIAL CRITERIA
<b>QUALIFICATIONS</b>	Degree or equivalent professionally relevant qualification, preferably in a STEM subject.	CV
	Evidence of further professional development	CV
<b>EXPERIENCE</b>	Relevant work experience in a building or energy services capacity	CV/I
	Experience in providing advice and support	CV/I
	Project management skills	CV/I
	Strong data analysis skills	✓ CV/PS/I
	Presentation experience	CV/I/P
	Customer service or public engagement experience	CV/I
	Strong IT skills, including all Microsoft Office Programmes with a focus on Microsoft Excel	CV
<b>SKILLS AND ABILITIES</b>	Ability to work constructively within a teams of different sizes	✓ CV/PS/I
	Ability to manage, prioritise and deliver a number of tasks, projects and work programmes within challenging timescale	✓ CV/PS/I
	Communicates effectively and confidently	CV/I/P
	Knowledge of energy efficiency and low carbon technologies and their application in the built environment	✓ CV/PS/I
	Fosters collaborative and coordinated working across teams and in partnership with other organisations	CV/I
	Ability to positively represent Salix and good customer service skills	CV/I/P

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	Strong numeracy skills	✓ CV/PS/I
	Pays close attention to detail, ensuring work is delivered to a high standard	✓ CV/PS/I/P
	Effective time management and ability to set realistic timescales for work delivery	✓ CV/PS/I
	Self-motivated and good organisational skills	✓ CV/PS/I/P
	Strong interpersonal skills	CV/I
	Ability to effectively contribute at meetings and events participation	CV/I
	Willingness to travel across the UK	CV/I
	Ability to make decisions that demonstrate commitment to Salix's corporate strategy	CV/I
<b>OTHER</b>	Ability to demonstrate and understand equal opportunities	✓ CV/PS/I
	Willingness to learn and commitment to personal development and training	✓ CV/PS/I/P

### Key:

✓ = key criteria

CV= Curriculum Vitae, PS = Personal Statement, P = Presentation, I =Interview