

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.

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	AD Technology innovation & development
Department / Location	Data, technology and workplace team Manchester
Reports to	Director of data technology & workplace
Package	Salary Band F, £67,500-80,000pa 12 month fixed term contract, with possible extension 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>The data, technology and workplace team has staff involved in system development, office and facilities management, technology support, and data and insights work. This role is the deputy to the director and will have a focus on the development of all the key platforms used by Salix to support our teams and the grant and loan recipients we serve. You will set the controls and approach to all platform development and be responsible for ensuring that everything delivered for the organisation is fit for purpose, fit for use, and fully supportable. You will deputise for the director of data technology and workplace, attending meetings with senior staff and central government as required.</p> <p>The skills framework for the information age (SFIA) has been referenced in the construction of this JD. The primary competencies for this role from the framework are:</p> <ul style="list-style-type: none"> - Product management (PROD) – Level 6 - Methods and tools (METL) – Level 5 - Portfolio management (POMG6) – Level 6 - Programme management (PGMG6) – Level 6 - Systems development management (DLMG) – Level 6 - Technology service management (ITMG) – Level 6 - Organisational facilitation (OFCL) – Level 5 <p>For more on SFIA go to their website at: www.sfia-online.org/en</p>
Key Responsibilities	<p>Manage the core team responsible for the development and continuous improvement of the primary platforms used to support Salix staff and grant/loan recipients.</p> <p>Facilitate cross-functional leadership teams and workgroups to deliver organisational goals and outcomes.</p>

	Oversee the organisation's technology product and services portfolio and the delivery of increasing customer value and/or user satisfaction over time.
	Monitor the performance of delivery teams and take corrective action where necessary and in line with organisational policies.
	Identify and manage the resources needed for estimating, planning, developing and delivering a specified portfolio of technology services and systems.
	Identify and manage the resources necessary for all stages of systems development projects.
	Lead the development of organisational capabilities for business process improvement and ensure the adoption and adherence to policies and standards.
	Deputise for the director of data, technology and workplace with senior staff and external agencies when required.
	Agree the service acceptance criteria with delivery teams, and promote and monitor project quality outputs to ensure they are fit for purpose and fit for use within operational services.
	Set the technology product life cycle management framework for internal and external customers and users and champion the importance and value of product management principles and appropriate product development models.
	Act as the primary contact for the Salix PMO, ensuring tight alignment with their processes and reporting cycles.
	Maintain compliance with, and actively contribute to, all risk, audit and financial processes required by the organisation.
	Manage 3 rd line support activities in support 1 st and 2 nd line support teams to ensure that services are recovered to an appropriate level and in the shortest time possible.
	Undertake any other reasonable tasks linked to the role, as and when requested by the director of data, technology and workplace.

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 salixapplications@ivyrockpartners.com. An up-to-date CV.
2. 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.

Appointment timetable

- The position has been advertised on Monday 4 November 2024.
- 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: Personal Specification

CRITERIA	DESCRIPTION	ESSENTIAL CRITERIA
QUALIFICATIONS	Bachelor's degree in relevant field or equivalent experience.	✓
EXPERIENCE	A minimum of 5 years' experience of managing and developing people	✓
	A minimum of 3 years leading technology specialists in the delivery of business-critical platforms and services	✓
	Experience of leading the development of cloud platforms using a recognised methodology	✓
	Experience of building business cases for technology changes	✓
	Experience of working in controlled environments, utilising It service management standards such as ITIL or ISO20000	✓
	Experience of advising senior leaders on the best approaches to technology development and adoption	✓
	SKILLS AND ABILITIES	Excellent communication skills, both written and oral
Excellent planning skills including both self and team		✓
Demonstrable ability to manage competing priorities and align to organisational need		✓
Ability to cope and maintain effective decision making within occasionally high-pressure environments		✓
Ability to articulate technical concepts to non-technical staff and managers		✓
Ability to build development plans for team members and build a culture of continuous improvement		✓
Self-motivated with the ability to motivate others to deliver for the organisation		✓
Ability to actively contribute to the strategic direction of the organisation		✓

Key: ✓ = key criteria