

Interim Head of Organisation Design and Learning and Development - 18 months (potential for extension)

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.

Head of Organisation Design and Learning and Development



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	Interim Head of Organisational Design and Learning and Developing (18 months)
Department / Location	Organisation Design and People/ Manchester base We have teams across London and Manchester; this role requires travel between both sites
Reports to	Director of Organisation Design and People
Package	£68,850 per annum
Overview	<p>Salix is on a culture change journey which is aimed at fostering even greater collaboration, agility, and accountability. The head of organisation design and training and development will play a critical role in driving this transformation, ensuring the workforce is effectively structured, developed, and empowered to achieve the organisation’s strategic goals.</p> <p>The role will support the director of organisation design and people in driving the overall change process at Salix, with particular focus on learning and development.</p> <p>The successful candidate will have demonstrable experience working on a change programme in an organisation comparable to Salix.</p>
Key Performance Objectives	<p>Organisational Design</p> <ul style="list-style-type: none"> • Lead the development and implementation of an effective organisation design strategy, ensuring the structure supports strategic goals and priorities. • Collaborate with senior leadership to assess and redesign roles, teams, and workflows, ensuring alignment with the culture change programme. • Develop workforce planning strategies that anticipate future needs, address skills gaps, and enable agility in a dynamic operating environment. • Lead initiatives to embed streamlined processes and reporting lines, fostering a culture of collaboration and accountability. • Act as a trusted advisor on organisational design best practices, bringing evidence-based insights to shape decision-making.

Training and Development

- Design and deliver a comprehensive learning and development (L&D) strategy aligned with the organisation’s culture change programme and business priorities.
- Partner with stakeholders to assess training needs across all levels and develop tailored programmes to address skill gaps, leadership development, and succession planning.
- Oversee the design and delivery of impactful training programmes, including workshops, e-learning, and blended solutions, ensuring measurable outcomes.
- Evaluate the effectiveness of training initiatives, using feedback and data to continuously improve programmes.
- Build a learning culture that promotes personal development, upskilling, and professional growth across the organisation.
- Run Salix’s apprenticeship programme

Culture Change and Leadership

- Collaborate with the rest of the people team and senior leaders to embed cultural transformation initiatives into the organisation’s structures and practices.
- Champion the organisation’s values and leadership charter, ensuring they are reflected in leadership behaviours, team dynamics, and development opportunities.
- Provide thought leadership on change management, ensuring employees are engaged, supported, and aligned with transformation goals.
- Partner with managers to build leadership capability, driving high performance and fostering resilience.
- Create a vibrant engagement & change programme
- Lead and monitor equality, diversity and inclusion activities across Salix, ensuring they add value and have purpose.

Stakeholder Engagement and Communication

- Build strong relationships with senior leaders, managers, and external partners to drive the successful implementation of organisational design and development initiatives.
- Communicate effectively at all levels, translating complex organisational design and L&D concepts into actionable strategies for diverse audiences.
- Act as a visible, approachable leader who inspires confidence and trust among staff and stakeholders.

Governance and Reporting

- Monitor and report on the impact of organisational design and L&D initiatives, ensuring alignment with key performance indicators (KPIs).

	<ul style="list-style-type: none"> • Manage budgets for training and development, ensuring value for money and alignment with organisational priorities. • Ensure compliance with relevant legal and regulatory requirements for training, development, and organisational design.
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • Lead the OD and training team • Create and monitor the delivery of Salix’s engagement plan • Manage staff retention and succession planning processes • Holding staff to account • Develop and manage the training programme • Any other duties Director of OD and people requires
<p>Skills and experience</p>	<ul style="list-style-type: none"> • Significant experience in organisational design, including workforce planning, and change management initiatives. • Proven track record of designing and delivering impactful training and development programmes for a diverse workforce. • Experience working in the public sector, non-profit, or similarly regulated environment, preferably during a cultural transformation process. • Strong background in working with senior leadership to develop strategies that drive organisational and cultural change. • Experience in evaluating the effectiveness of training and development initiatives using qualitative and quantitative measures. • Strong understanding of modern learning methods, including digital platforms, blended learning, and adult learning principles. • Clear and engaging communication skills, with the ability to present complex information in an accessible way. • Strong commitment to diversity, equity, and inclusion in organisational design and workforce development • Previous experience leading OD/ transformation in a leadership position • Previous experience of leading and managing a team • Experience of managing training budgets and keeping track of spend effectively • Skills and experience of acting as a coach.
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • A visionary leader who can inspire and motivate teams through change. • Adaptable and resilient, with the ability to navigate ambiguity and shifting priorities. • Collaborative and approachable, fostering trust and openness in all interactions. • Results-oriented, with a passion for achieving measurable improvements in organisational capability and culture. • Proactive and innovative, with a willingness to challenge the status quo and drive forward new ideas. • A relevant qualification in this field of work is desirable.

Appointment Process

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

Candidates must demonstrate that they meet the qualifications, experience, skills and abilities listed in the Person Specification. Candidates should focus on this 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.

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

If you wish to apply for this role, please submit all 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.
3. Equality monitoring form.

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 **15 January 2025**
- Applications will close on **29 January 2025; or sooner if the post is filled.**
- Shortlisted candidates will be invited to interview by mutual agreement on **5 or 6 February 2025**, location to be confirmed.
- Start in post by mutual agreement.

Key information about application

- Applicants must demonstrate through their CV and first stage interview that they meet the qualifications, experience, skills and abilities listed above.
- 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.