

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 (DESNZ).

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	Procurement Officer
Department / Location	Manchester
Reports to	Procurement Manager
Package	<p>Grade B</p> <p>28 days annual leave (excluding bank holidays) Cycle to work scheme Contributory pension scheme Employee support with public transport costs Access to Employee Assistance Program</p>
Overview	<p>Join Salix in our mission to enable and inspire organizations to achieve net zero and create better places to live and work. As a Procurement Officer at Salix, you'll play a key role in supporting the internal function.</p>
Key Responsibilities	<ul style="list-style-type: none"> • Facilitate effective communication and engagement with stakeholders and partners (including external suppliers); • Contribute to the procurement management activities and assist in the development of longer-term procurement strategies alongside the Procurement Manager • Manage the end-to-end process for purchase of low and medium value procurements • Use your knowledge, expertise, or desktop research to ensure you understand the product or service you are buying. • Work collaboratively with team members to develop tender documents • Understand how social value might be secured through the procurement; • Ensure that specifications and outcomes are expressed in a meaningful way; • Maintain compliance with all legal requirements and policies, aligned with the Salix and DESNZ strategy • Assist stakeholders and partners in managing risk throughout the procurement process to ensure compliance with each activity;

	<ul style="list-style-type: none"> • Keep aware of relevant policy, best practice, and legislative changes especially the Procurement Act 2023; • Use the e-procurement tools as required by the procurement team.
Key Skills and Competencies	<ul style="list-style-type: none"> • Has experience of working in procurement and understands the key processes that are required. • Has developed written statements of requirements, which might contain technical or commercial requirements. • Knowledge of the Procurement Act 2023 legislation • Built and maintained productive relationships, including those with key stakeholders and external organisations. • Worked in a structured or project-based environment. • Produced written and verbal summaries, including reports that have a strong and compelling narrative. • Has experience in a role requiring financial literacy, numerical proficiency, or analytical skills • Ability to develop good relationships with all levels of stakeholders. • Has a sound understanding of risk management when dealing with multiple risks and stakeholders. • Proficient in MS Office suite. • Excellent verbal and written communication skills. • Attention to detail and time management skills
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs equivalent A-C (6-9) (required) • Degree in relevant subject: Business, Economics, Supply Chain, (desirable) • CIPS level 3/4 (desirable)

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.

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 the role, please submit all of the following to john@nobulrs.com ensuring that the Job Title you are applying for is in the Subject.

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

Key information about application

- Applicants must demonstrate through their CV 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.

Appendix 1

CRITERIA	DESCRIPTION	KEY CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree or equivalent professionally relevant qualification or evidence of work experience in business or procurement. 	✓
	<ul style="list-style-type: none"> • Evidence of continuous professional development 	✓
	<ul style="list-style-type: none"> • Supporting with the delivery and/or implementing projects within an organisation 	✓
	<ul style="list-style-type: none"> • Experience in providing advice and support to employees 	✓
	Ability to manage, prioritise and deliver a number of projects within timescale	✓
	<ul style="list-style-type: none"> • Good IT skills, including all Microsoft Office programs the internet and the ability to create electronic documents 	✓
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to work flexibly and proactively within all teams 	✓
	<ul style="list-style-type: none"> • Have a good understanding of commercial awareness within the business 	✓

OTHER

<ul style="list-style-type: none"> Communicates effectively, confidently, and assertively both in writing and when speaking 	✓
<ul style="list-style-type: none"> Fosters collaborative and coordinated working across teams within the organisation 	✓
<ul style="list-style-type: none"> Presents a credible and positive image both internally and externally 	✓
<ul style="list-style-type: none"> Effective time management and ability to set realistic timescales for work delivery 	✓
<ul style="list-style-type: none"> Self-motivated and good organisational skills 	✓
<ul style="list-style-type: none"> Good interpersonal skills 	✓
<ul style="list-style-type: none"> Ability to effectively manage external stakeholder relationships 	✓
<ul style="list-style-type: none"> Demonstrate and understand equal opportunities 	✓
<ul style="list-style-type: none"> Willingness to learn and commitment to development and training for themselves and the team 	✓