

Senior Energy and Carbon Programme Manager

Job Title: Senior Energy and Carbon Programme Manager

Reporting to: Assistant Director Energy, Carbon & Technical

Location: Manchester

Date advertised: Monday 17th March 2025

Job Description reviewed: March 2025

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.

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.

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Job Purpose

As a Senior Energy and Carbon Programme Manager, you will lead the Energy and Carbon Technical Team, part of the Public Sector Decarbonisation Team, overseeing the strategy and delivery plans. You will be responsible for managing the technical due diligence of multiple Loan and Grant Projects across the various teams. You will provide strategical advice on the development of future funding programmes and working with DESNZ and other funders to create criteria for Energy Efficiency and Grant scheme.

You and your team will engage with funder representatives and work with them to create programmes for the public sector on decarbonisation and energy efficiency projects. On a regular basis you will be working with the Assistant Director of Energy, Carbon and Technical to prepare performance reviews for the Chief Executive, Director of Public Sector Decarbonisation, Director of Finance & Resources and the Board of Salix.

You will be supporting your team with the management of external technical assessor applying standard procedure to ensure due diligence are carried out at pace and quality and KPIs associated with external assessor are verified and achieved.

Salix is going through a period of significant financial growth. A substantial aspect of this role is to support the growth of the company and concentrate on building the customer base with a sustainable pipeline of technical project opportunities across all programmes in England, Scotland and Wales, central government and devolved authorities. You will also be an active member of the Decarbonisation Leadership Team, contributing to strategic decision making across the company.

Your supporting team of Energy and Carbon Programme Managers are jointly responsible for managing the assessment of ~£1.1b of projects which is expected to grow over the next few years. The successful candidate will also develop and maintain key stakeholder relationships with funders, clients and partners and to ensure that all risks in the lifecycle of a Loan and or Grant Programmes and with individual projects are managed effectively.

Key Responsibilities Reporting and Budgeting

- Reporting on the performance of technical programmes to the Assistant Director of Energy, Carbon & Technical, Director Public Sector Decarbonisation, Director of Finance & Resources and the Chief Executive
- Managing the reporting of key indicators across programme teams, including projections of monthly and end of year project commitments and completions; end of year cash position; budgeting of claims for new funding
- Quarterly performance reporting to funders on programme delivery and administration costs
- Support in the preparation of monthly written reports on programme activities for the Salix Board
- Managing programme risk registers and providing input on the Board's strategic company-wide risk register
- Reporting on the performance of the programme with funders on regular basis with daily, weekly and monthly reports during the due diligence period.

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Project Management

- Develop good working relationships with delivery partners, for this position it includes DESNZ, DfE, EFSA, DoH, OFS, SFC, Welsh Government and Scottish Government, Devolved Authorities and Civil Service Departments and their Agencies.
- Build new and maintain existing client and stakeholder relationships to increase the pipeline of projects to deliver the annual outputs our funders require
- Develop relationships with new potential funders and obtain additional investment to allow us to undertake more projects and attract new clients
- Establish and maintain systems and processes for when funds are awarded and ensuring the effective delivery of key projects relating to assessment work.
- Develop, implement and review both strategy and activity plans for your programme teams
- Ensure the Programme Managers and their teams maintain a risk register and effectively manage risks
- Input and support to the departmental and strategic risk register for the whole organisation.

Management

- Manage and motivate direct reports, who lead small teams of staff delivering Salix programmes using the Salix performance management framework
- With the Assistant Director support, prepare strategic reports for the Chief Executive, Directors, Board members and external funders.
- Adhere to and promote Salix working procedures, working consistently across all programmes and input into the improvement of processes
- Take part in strategic planning and budget setting to ensure effective funding implementation
- Actively contribute to Salix becoming a modern company with a national reputation for excellence and a company that puts into practice lowering our carbon footprint
- Active member of the Decarbonisation Leadership Team
- Manage the induction programme for new staff
- Ensure all members of the technical team are trained and developed in line with the job requirements, ensuring that Salix has the skills and experience to expand its business over the period of its current strategy.
- Manage with HR's involvement disciplinary matters.

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Technical

- Have extensive skills, experience, and technical knowledge to lead a technical team
- Competent at advising senior stakeholders on a variety of energy efficient technologies and low carbon technologies.
- Developing and/or reviewing complex business cases for energy efficiency, heat decarbonisation and carbon reduction projects
- Ability to successfully plan, lead and coordinate multiple high value technical projects
- Research and engage with stakeholders on up-to-date technical information relating to new and emerging technologies for consideration in future policies and decisions. In addition, use this information and awareness to further develop the technical knowledge of others within Salix
- Extensive experience of assessing and validating complex technical projects
- Supporting the continuous improvement of project management processes and tools across the organisation
- Organising strategic project review sessions for grants and loans projects
- Supporting grants / loans submissions in developing high quality responses for large scale projects that have been accepted and those that have been turned down
- Familiarity with methods of procurement and RIBA stages of design
- Have experience in relation to assessing carbon impacts at different stages of a project or product lifecycle would be desirable
- Lead and Co-ordinate the development of strategic Business Development case studies, including quality assurance of these and ensuring correct consent and approvals are obtained and documented
- Co-ordinating other business development activities such as development of thought pieces, web content
- Inclusive of any other duties and responsibilities within the range of the salary grade.

Salary

- From £46,920 to £68,340 pa [depending on experience]

Employee Benefits

- 28 days annual leave
- Cycle to work scheme
- Contributory Pension scheme
- Employee support with public transport costs
- Training
- Access to Employee Assistance Programme (EAP)

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Appointment Process

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

Salix operates a probationary period for all new staff. This ensures people joining Salix can find out that the job meets their expectations and that Salix can support each member of staff in their role. The successful candidate will be appointed on a fixed term 3-month probationary contract. Successful completion of the probationary period will lead to an offer of employment contract. If the successful candidate is already employed by Salix there is no requirement to complete a second probationary period.

Candidates must demonstrate that they meet the qualifications, experience, skills and abilities listed in the Person Specification in Appendix 1. In order that candidates focus on the experience, skills and abilities in the Person Specification a key is provided for method of assessment eight specific areas have been ✓.

Candidates will also be expected to produce and deliver a presentation relevant to the role. The subject of the presentation will be communicated in advance of the interview date

Appointment Timetable

- The position has been advertised on **17^h March 2025**
- Applications for the position will be closed **at Midnight on 30th March 2025**
- Screening calls will take place in the week commencing **1st April 2025**
- If you are shortlisted, a short presentation and interviews will take place in week commencing **7th April 2025**

If you intend on applying for the post of Senior Energy and Carbon Programme Manager please hold these dates in your diary.

Key information about the application process

Nobul/IvyRock Partners are Salix's recruitment partner. As this role is open to both internal and external applicants simultaneously, and to ensure a fair and structured process, please note the following key details:

- **Screening Calls:** NoBul/Ivy Rock will conduct initial interviews for both internal and external applicants.
- **Structured Approach:** These calls will follow a set of pre-defined questions designed to assess your skills and suitability for the role efficiently and fairly.
- **Shortlisting and Formal Interviews:** These will be managed internally by Salix.

If you have any questions, please contact HR@salixfinance.co.uk.

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How to apply:

- Please send your CV to salixapplications@ivyrockpartners.com.
- A member of the NoBul/Ivy Rock team will reach out to schedule your Screening Call.

Appendix 1 - PERSON SPECIFICATION

CRITERIA	DESCRIPTION
QUALIFICATIONS	Degree or equivalent professionally relevant Qualification
	Evidence of continuous professional development
	Management qualification level 7 (or equivalent) or above Note 1
	Relevant management experience
EXPERIENCE	Substantial people management experience
	Proven track record of leading, implementing complex business cases for energy efficiency and carbon reduction projects across an organisation.
	Delivering projects within timescale.
	Experience in providing advice and support to senior managers and employees
	Experience of leading and managing a team using a performance management framework
	Previous customer service experience
	Strong IT skills, familiarity with MS suite
	Experience providing structured plans and setting clear objectives that implement strategy and drive delivery
	Experience in establishing credibility and trust with key stakeholders, to build and extend influential networks
	Experience of making decisions through the analysis of relevant information and risk assessment
	An understanding of local government and central government
	Ability to work flexibly and proactively within a middle size team
	Ability to manage, prioritise and deliver a number of projects and work programmes within timescale
	SKILLS AND ABILITIES
Fosters collaborative and co-ordinated working across teams and in partnership with other organisations	
Presents a credible and positive image internally and externally	
Analytical, accurate and quality-conscious work, pays close attention to detail, ensuring team's work is delivered to a high standard.	
Effective time management and ability to set realistic timescales for work delivery	
Able to act in an innovative, creative and solution orientated way	

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	Able to research and engage with stakeholders on up-to-date technical information relating to new and emerging technologies
	Able to use information and awareness on new and emerging technologies to further develop the technical knowledge of others within Salix
OTHER	Evidence of promoting the values of a company
	Ability to effectively contribute at meetings and events participation
	Knowledge of existing and developing energy efficient and low carbon technologies
	Understanding key political drivers to create the right environment for developing and delivering investment in energy efficiency
	Good understanding of public sector structures, procurement processes, financial/budget flows and ways of work in: Local Authority, Higher Education, NHS, and other public sector
	Understanding of energy and carbon legislation across the UK
	Willingness to travel
	Ability to make decisions that demonstrate commitment to Salix's corporate strategy
	Challenges the views of others in an open and constructive way
	Holds a growth mindset, able to create a learning culture and maintain a capable and high-performance workforce
	Demonstrate and understand equal opportunities
	Knowledge of best practice human resources management
	Member of a relevant professional body, chartered status or working towards
	Understanding and familiar with methods of procurement and RIBA stages of design

Note 1= This post holder needs to obtain the level 7 qualification within two years of joining Salix.