



**CANDIDATE PACK**

**DIRECTOR OF DATA & INFORMATION  
SYSTEMS**



# WELCOME

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Dear Applicant,

Thank you for your interest in joining Salix Finance as our Director of Data & Information Systems.

One of the greatest challenges in our lifetime is the climate emergency and Salix is at the heart of the Government's agenda to tackle climate change, reduce the carbon footprint of the UK and decarbonise our building stock.

Our work is central to the success of the UK's Net Zero policies. Our delivery of truly innovative projects that reduce the carbon emissions of our schools, museums, universities, homes and public sector buildings is not only saving millions of pounds for the taxpayer but has radically improved these buildings for the people who use, live and work in them.

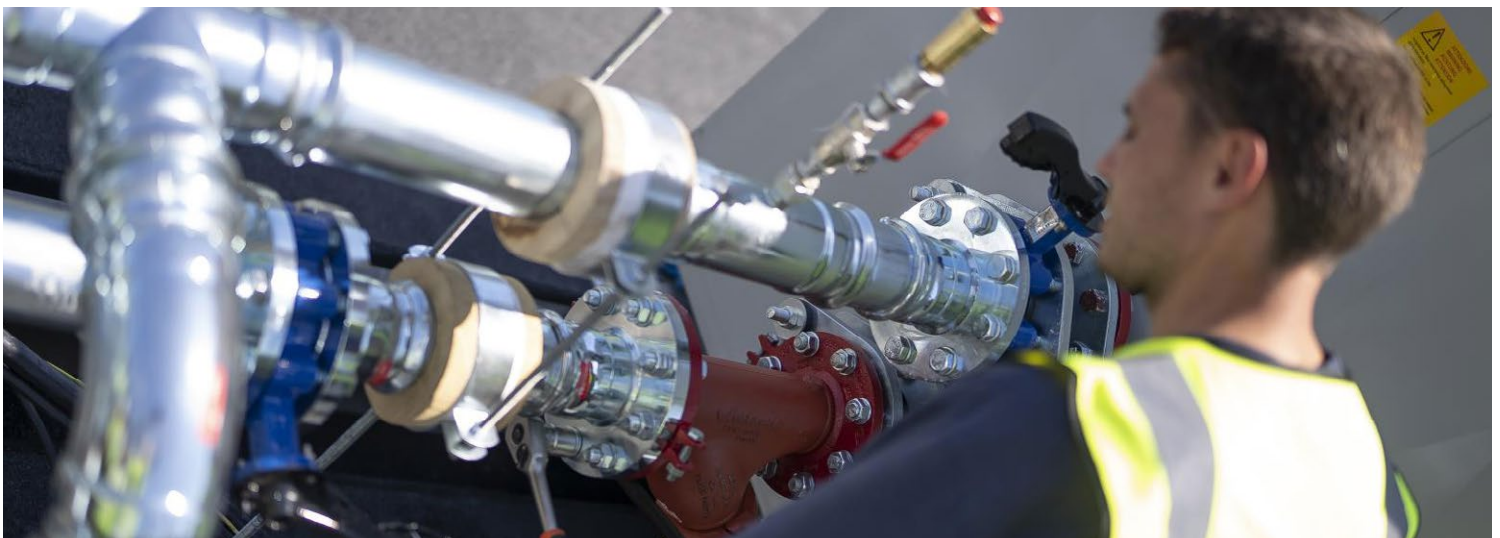
Since 2004, we have been working to empower the public sector to decarbonise and delivering multi-million-pound projects which have transformed the sector at scale. Our reputation in England, Scotland and Wales is strong because Salix – along with our clients – delivers decarbonisation schemes that achieve results.

Sponsored by the newly formed Department for Energy Security and Net Zero, Salix is supporting hundreds of decarbonisation projects through the Public Sector Decarbonisation Scheme and the Low Carbon Skills Fund. Our work is additionally funded by the devolved administrations in Scotland and Wales. These programmes with Salix have grown and we have adjusted to our new role as primary delivery body for Net Zero in the Public Sector: yet we have further growth to achieve and are currently mobilising to support the delivery of England's flagship Social Housing Decarbonisation 2.1 (SHDF) and HUG2 programmes that will retrofit hundreds of thousands of homes with energy efficiency measures.

Our newly created Director of Data & Information Systems role is a central and strategically important position and will lead an experienced team that is expanding rapidly to meet the increased demand of new schemes. The role will be responsible for our core information systems infrastructure and operations, and will lead a systems transformation programme, developing our IT systems strategy and roadmap to support our business objectives. You will also ensure our systems add maximum value to our business operations.

We are looking for a talented leader with appropriate professional experience who can provide inspiring leadership to the team, build effective partnerships with stakeholders and truly enable Salix to become digital at our core. This is a compelling opportunity for a trusted and capable leader already operating at a senior level who has a significant data and IT systems background. You will bring excellent knowledge of technical and digital infrastructure, along with data security and governance expertise. You will also have proven experience of leading projects through to completion and be a highly effective communicator with sharp financial and contract management acumen.

If you believe you have the personal qualities, skills and experience we are looking for, we very much look forward to hearing from you.



# FIND OUT MORE ABOUT WHAT WE DO

Salix is a non-departmental public body, owned wholly by Government. We administer funds on behalf of the Department for Energy Security and Net Zero (formerly the Department for Business, Energy and Industrial Strategy), the Welsh and Scottish Governments and the Scottish Funding Council.

Since our formation in 2004 up to 31 March 2022, our business has helped public sector organisations commit to more than 21,500 projects by administering £2.7 billion of funding, with projects saving 1.1 million tonnes of carbon dioxide annually. There are many success stories stemming from our work across Scotland, Wales and England, including a diverse range of sectors, from universities to the NHS, and from emergency services to schools.

Salix has recently gone through a period of significant growth and continues to grow; in addition to being the delivery partner for the Public Sector Decarbonisation Scheme it has recently expanded its responsibilities to act as a delivery partner to manage the delivery of the Home Upgrade Grant (HUG) and Social Housing Decarbonisation Fund launched in July and September 2022. The schemes deliver energy efficiency and low-carbon heating upgrades to low-income household, who live in social and private housing sectors across England.

Further details of the Government's Help to Heat housing programmes can be found [here](#)

To find out more, and meet the team, please visit <https://www.salixfinance.co.uk/>

## HERE ARE JUST SOME OF OUR CASE STUDIES:

### GREATER MANCHESTER FIRE AND RESCUE SERVICE

As part of the Public Sector Decarbonisation Scheme (PSDS), Greater Manchester Combined Authority (GMCA) is investing in a wide range of public buildings, including 19 sites used by Greater Manchester Fire and Rescue Service. The total grant funding for these works totals £621,775.



FIND OUT MORE

### MID AND SOUTH ESSEX NHS FOUNDATION TRUST

Mid and South Essex NHS Foundation Trust has completed works at Broomfield and Basildon hospitals to improve their energy efficiency, lowering bills and slashing their annual carbon emissions by over 2,421 tonnes. The funding, provided by the Department for Business, Energy & Industrial Strategy (BEIS) and delivered by Salix, has enabled the University to upgrade its technologies and move closer to its carbon saving goals.



FIND OUT MORE

### ABERYSTWYTH UNIVERSITY

Located in Ceredigion, West Wales, Aberystwyth University is working to significantly reduce its carbon emissions via the development of an innovative £2.9m solar array project.

Sustainability has been a priority for the coastal university for a number of years, seeing it obtain the accolade of the 'First Plastic Free university in the world', in 2018.



FIND OUT MORE

# MAIN RESPONSIBILITIES OF THE ROLE

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## ACCOUNTABLE TO

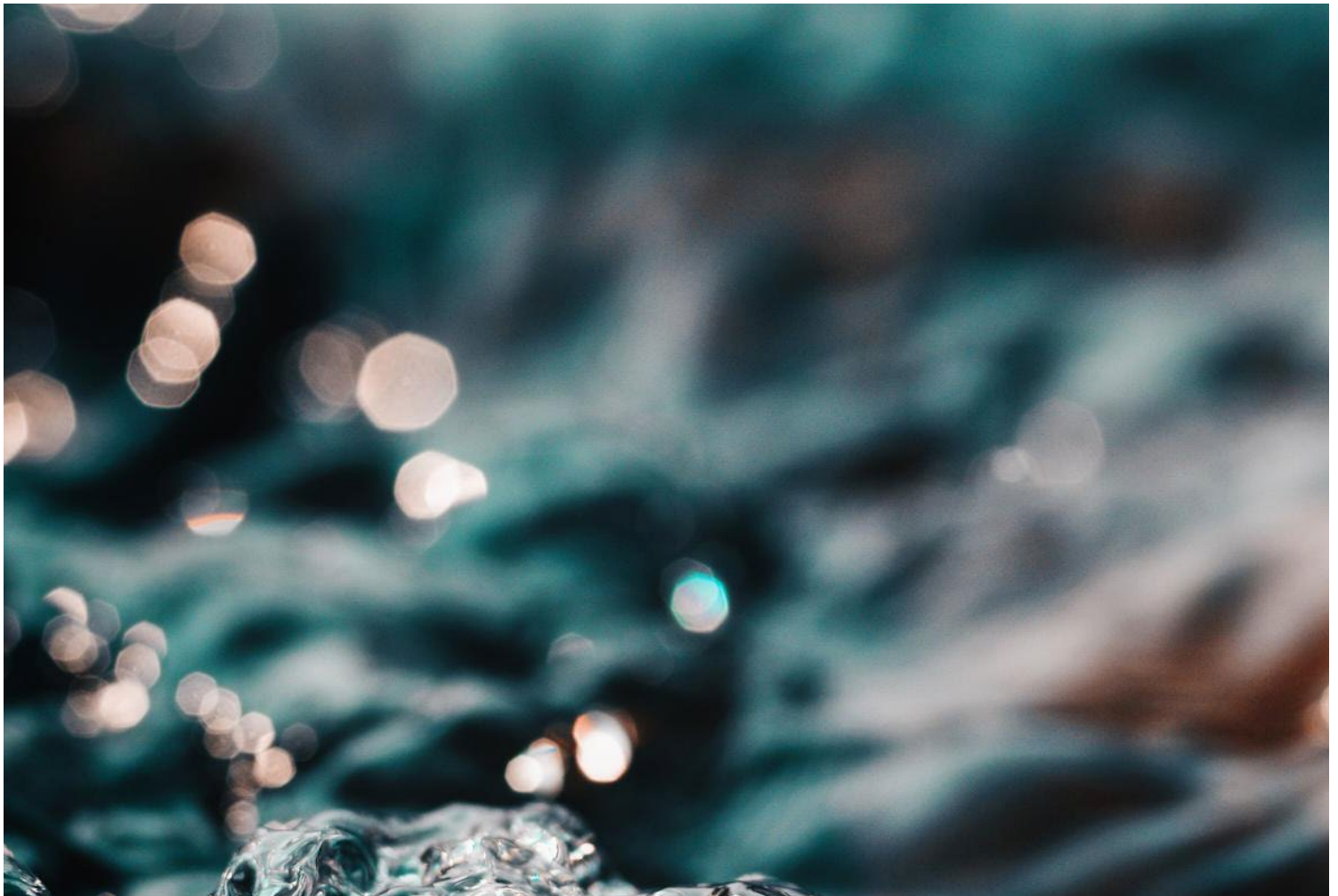
Chief Executive Officer

## ROLE SUMMARY

This newly created role is a central and strategically important position. Reporting into the Chief Executive, the role takes responsibility for our core information systems infrastructure, operations and data, as well as our systems transformation programme. The role is critical to our future success, and we are looking for someone with significant experience to provide inspiring leadership to the team and to build effective partnerships with external stakeholders, enabling Salix to become more effective in how our systems support scheme delivery and make data driven decisions.

## KEY OBJECTIVES

- A clear and well communicated data and IT systems strategy and roadmap, to support Salix's business current and future strategic objectives and partner needs.
- A high-performing business area within Salix, ensuring our data and information systems are fit for purpose with effective data security.
- Foster a positive team culture and provide clear guidance on leadership expectations for team members.
- Data and information systems add the maximum value to the company to drive objective and evidence driven decision making and an efficient business operation.
- Compliant, IT procurement, strong budget management and good stewardship of public money.



## KEY RESPONSIBILITIES

- Provide the strategic lead to the Information system team and data management staff across the organisation.
- Develop a data and IT systems strategy. Lead on the implementation of the strategy and oversee the supporting technology architecture for Salix.
- Develop the IT function's proactive operation, facilitating the delivery of insightful reports to colleagues to enable informed decision-making.
- As a senior member of the team, play an active role in the development of Salix's corporate strategy and the integral role that data and technology need to play.
- Promote and embed a strong emphasis on data, intelligence, and reporting to help Salix showcase its value and play a role in shaping future national policies.
- Champion the integration of technology as crucial for the successful delivery of current projects and promote Salix as the preferred model for future decarbonization schemes.
- Ensure our systems achieve the status of "best in class" for system development, including effective fraud prevention and management.
- Develop technical aspects of the company's strategy to ensure clear alignment with its business goals.
- Provide expert guidance to colleagues and introduce best practice approaches to the companies data and information systems.
- Implement robust project management methodologies and establish efficient working practices within the systems and data teams.
- Create a dynamic hub of expertise and insight to make best use of data and developing data focussed tools.
- Lead internal and external stakeholder engagement and ensure the development of our systems are in line with both current and future needs of the business, thoughts are grounded in reality and well tested, issues arising are worked through and stakeholders and partners are actively engaged.
- Deliver data products and tools to both internal and external strategic partners, ensuring the team deliver on time and to high standard.
- Track progress and assurance of IT programmes, providing key insights to the Board, the Executive and other senior leaders.
- Act as the strategic lead for business and technology continuous improvement, across the organisation routinely engaging with internal teams, Department of Energy Security and Net Zero and delivery partners (when applicable) to elicit and plan activities designed to deliver measurable improvements.
- Create a secure and compliant environment for data sharing between staff, with the Department of Energy Security and Net Zero and key partners.
- Accountable for ensuring all information systems and data related activities are compliant with financial, reporting and assurance controls.
- Develop business cases, approve purchases of technology and software and establish partnerships with IT providers and 3rd parties.
- Direct and co-ordinate the development, evaluation, and recommendation of procedures, rules, and regulations for the effective operations of all Information systems and Data related projects.
- Monitor changes or advancements in technology to discover ways the company can gain competitive advantage.



# PERSON SPECIFICATION

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In your application, please refer to Part One of the Person Specification set out below. Part Two will be explored at first and second stage interview for selected candidates.

## PART ONE

### KNOWLEDGE AND EXPERIENCE

- Significant experience in a data and IT systems role at Director level or equivalent.
- Degree or equivalent professionally relevant qualification or equivalent demonstrable work experience, with evidence of ongoing professional development.
- Excellent knowledge of IT systems and infrastructure, including CRM, ERP and Collaboration tools, as well as data security, data compliance and data governance, including GDPR.
- Background in designing and developing IT systems and planning IT implementation.
- Experience of public sector partnership working including fostering collaborative and co-ordinated working across multiple organisations.
- Understanding of the full end-end product lifecycle; from the vision, strategy and design through to development and release.
- Significant project delivery experience, evidence of leading projects through to completion overcoming challenges to achieve success and experience of risk and opportunity management.
- Experience of researching, analysing and communicating complex Information systems and business data to a range of audiences, including, Board Members, government officials, executives and external partners
- Experience of leading and motivating teams and programmes of people in an organisation of similar size and complexity
- Knowledge and experience of business analysis tools and techniques and data visualisation.

## PART TWO

### SKILLS, ABILITIES AND BEHAVIOURS

- Ability to link technical experience into operational practice and work collaboratively with senior colleagues responsible for operations and delivery.
- Strong stakeholder management skills with an ability to drive efficiencies and new opportunities.
- Demonstrable evidence of excellent communication skills and successfully managing challenging stakeholders both internally and externally.
- Strong financial and contract management acumen.
- Ability to review and understand technical documents from internal stakeholders and third-party suppliers.
- Ability to interface with developers, understanding and challenging technical designs and plans to ensure they meet business needs.
- Strong planning skills including scoping, prioritising, with the ability to self-manage commitments, deadlines and dependencies.

# TERMS OF APPOINTMENT

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## REMUNERATION

Up to £116,000 per annum. More may possibly be available for an outstanding candidate, but we expect to fill the role within the existing pay range. Starting salary will be dependent on experience.

## LOCATION

Salix has offices in Manchester and London.

## REWARDS AND BENEFITS

Our employees are integral to our reputation, and we offer a variety of benefits, activities and training and development opportunities. For details of our employee benefits package, see <https://www.salixfinance.co.uk/about-us/work-us>

# HOW TO APPLY FOR THIS APPOINTMENT

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**We hope you will consider making an application to become our first Director of Data & Information Systems. To make an application, please go to <https://starfishsearch.com/jobs/salix-ddis/> and click on the apply now button, with the following prepared:**

- a CV (no more than three sides) or equivalent biographical information
- a short covering letter that responds directly to Part One of the Person Specification.
- please tell us if there are any dates during the selection process (outlined below) when you would not be available to participate.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date is **Monday 16th October 2023**

## SELECTION TIMETABLE

First stage discussions for selected applicants will take place on **week commencing 30th October 2023.**

Agreement of the final shortlist, and candidate notification, will be by **Friday 10th November 2023.**

Final stage interviews for selected candidates will take place on **Wednesday 15th November 2023.**