

# Senior Technical Officer-Food & Safety (Part Time)

## Applicant Recruitment Pack

Sefton is a really great place to live and work



# Welcome

Hello,

We would like to thank you for your interest in the **Senior Technical Officer-Food & Safety (Part Time)** position within Sefton Council's Public Protection Service.

We are looking for a forward thinking and highly motivated Officer to join our established Food and Safety Team to help deliver a high-quality regulatory service for businesses and residents of the Borough.

The successful candidate will have a recognised Food Safety qualification (Higher Certificate in Food Premises Inspection or equivalent) along with excellent organisational skills, be an effective communicator and be confident in dealing with businesses, members of the public, Elected Members and other external agencies.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Best of luck!

Greg Martin  
Environmental Health and Licensing Service Manager



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## About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.

## Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other’s views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

## Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded



Good by the Care Quality Commission (CQC), and our Children's Services also achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at [www.sefton.gov.uk](http://www.sefton.gov.uk)

## An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

## Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression,

strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

### What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.



You will benefit from a comprehensive local government employment package which includes the following:

- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

### **Annual Leave and Work-Life Balance**

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.

### **Learning, Development and Career Progression**

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

### **Health, Wellbeing and Support**

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

### **Family-Friendly and Inclusive Policies**

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.



- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

### Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

### Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

### About the Role

An exciting opportunity has arisen to join the Public Protection Service in Sefton. A busy and vibrant Department undertaking statutory and regulatory functions across Environmental Health, Trading Standards and Licensing.

We are looking for a motivated, experienced and appropriately qualified Senior Technical Officer or Environmental Health Practitioner to undertake all operational aspects of the Food and Safety Teams work.

Candidates should hold the Higher Certificate in Food Premises Inspection and ideally the Food Standards module (the post would also be suitable for a qualified Environmental Health Officer with EHORB registration).

As part of your role, you will be required to:

- Deliver statutory functions in Food Hygiene, Food Standards and Health & Safety in the workplace including programmed inspections and investigations.



- Investigate notifiable diseases and work in partnership with the UK Health Security Agency.
- Undertake sampling in accordance with regional programmes and campaigns.
- Provide expert advice to businesses and Council departments on compliance and best practice.
- Take enforcement action where necessary, including preparing statutory notices, prosecution files and attending court.
- Respond to complaints and requests for service from members of the public.
- Contribute to service improvements and wider regulatory projects.

#### Essential Requirements

- A relevant food qualification that meets FSA requirements for conducting inspections.
- Ability to carry out inspections independently and work as part of team when required.
- Meets the FSA Competency Framework.

Please see **Appendix A (page 10)** for a full copy of the Job Description and Person Specification.



## Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

### 1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

### 2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

### 3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

### 4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

### 5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

### 6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.



- Provide examples that demonstrate these effectively.

### **7. Check Your Application Carefully**

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

### **8. Submit Your Application Before the Deadline**

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

### **9. Prepare for Potential Next Steps**

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

## **Application and Selection Information**

The closing date for this vacancy is 13<sup>th</sup> May 2026 (or earlier in the event of high volume of applications being received).

Provisional interview dates are week commencing 8<sup>th</sup> June 2026.

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

**Please ensure that you meet all the essential criteria outlined in the person specification/career grade structure before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.**



## Appendix A – Job Description and Person Specification

<b>Post:</b>	<b>Senior Technical Officer (Food and Safety Team) (Part Time)</b>
<b>Directorate:</b>	Place
<b>Location:</b>	Magdalen House, Bootle, L20 3NJ (Agile)
<b>Division:</b>	Highways & Public Protection
<b>Grade:</b>	I Pro Rata SCP 31-35 (£41,771 - £46,142) (Pay Award Pending)
<b>Contract:</b>	Permanent
<b>Working Pattern:</b>	Part Time
<b>Hours:</b>	18 hours per week.
<b>Reporting to:</b>	Principal Environmental Health Officer

### **JOB PURPOSE**

To work on a specified Section within the Public Protection Service, providing technical support in the undertaking of the duties allocated to that Service.

### **MAIN DUTIES**

#### **Technical Officer – Grade E, F, G**

1. Investigate/inspect/analyse/sample/undertake, land/premises/materials/activities within the full range of the work undertaken by the Service, to ascertain compliance with appropriate Legislation, Codes of Practice, Policies and Procedures etc.
2. Maintain appropriate records, prepare reports/costings/schedules, undertake correspondence and routine administrative duties, attend meetings, conduct interviews, prepare/give evidence/advice, attend Court/formal hearings/inquiries, associated with the work of the Service.



3. Provide detailed reports of a technical nature on activities undertaken and draft technical schedules forming the basis of Statutory Documents, within the purview of the Service.
4. Supervise remedial actions, relevant to the work of the section.
5. Give appropriate technical advice to the general public, local businesses/traders, officers and Members of the Council and outside agencies on work areas within the purview of the Service.
6. Provide interpretation/assessment of technical documents, identify their likely implications and make recommendations for appropriate course of action, in relation to work within the purview of the Section.
7. Carry out monitoring/analysis related to work within the purview of the Service, using specific technical equipment where necessary.
8. Make recommendations and draft formal Notices/Reports in relation to the work of the Service. Undertake visits to land/premises to identify compliance with previously issued formal/informal requirements of the Section.
9. Take an active part in the promotion of the environmental/consumer protection policies of the Department.
10. Undertake and deliver projects related to the work of the Service.
11. Ensure that all Health and Safety procedures are followed and that all equipment provided (e.g. telecommunications equipment, photographic equipment, protective clothing/equipment etc.) is safely used and properly maintained.
12. Participate in effective employee relations and undertake appropriate training courses to improve effectiveness in tasks set.

Technical Officers undertaking points 1 to 12 will be under the general guidance of the appropriate Senior / Environmental Health or Senior / Trading Standards Officer.

### **Senior Technical Officer – Grade I**

In addition to points 1 to 12 above:

13. Give expert technical advice on work within the purview of the Service.
14. Provide expert interpretation/assessment of technical documents, identify their likely implications and make recommendations for appropriate courses of action, in relation to work within the purview of the Section.



15. Prepare, sign and service Statutory Notices within the purview of the work of the Service, and/or:

Undertake identified additional responsibilities in the development, completion and supervision of an identified work area of the Department, including the co-ordination and supervision of projects related to the work of the Section.

Senior Technical Officer undertaking points 1 to 15 will be expected to be able to do so without the need for general guidance from the appropriate Senior/Environmental Health or Senior/Trading Standards Officer.

16. Carry out other duties of a similar nature commensurate with the grading of the post.

### **QUALIFICATIONS AND EXPERIENCE**

(Please see attached Person Specification and purpose of role)

### **SPECIAL CONDITIONS (if applicable)**

A current full driving licence.

The postholder will be required to use their own vehicle on official duties. A Casual User Allowance is payable for such journeys.

Able to undertake the prescribed working hours of the post.

The postholder may be required to undertake work outside normal office hours.

A scheme of Flexible Working Hours is in Operation and is subject to the exigencies of the service.

### **GENERAL REQUIREMENTS**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.



Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

The appointed person will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The appointed person will be expected to undertake, and participate in training, coaching and development activities, as appropriate to the role.

**Note:** Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.



**PERSON SPECIFICATION**

**POST: Technical Officer (Career Grade)**

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL (E) OR DESIRABLE (D)	HOW ASSESSED
<p><b><u>Qualifications</u></b></p> <ol style="list-style-type: none"> <li>1. Relevant certificated qualification (e.g. HNC/HND, BTEC Higher, "A" levels, Degree, Higher Degree).</li> <li>2. Relevant specialist/technical qualifications (e.g. Ordinary/Higher Certificate in Food Premises Inspection, NEBOSH Certificate, FCATS).</li> </ol>	<p>D</p> <p>D</p>	<p>AF/I/C</p> <p>AF/I/C</p>
<p><b><u>Experience</u></b></p> <ol style="list-style-type: none"> <li>1. Previous employment in a similar capacity.</li> <li>2. Relevant experience in the specialist work area of the Section/Team.</li> <li>3. Experience in the use of Windows-based computer packages and programmes (e.g. Microsoft Office).</li> </ol>	<p>D</p> <p>D</p> <p>D</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p><b><u>Knowledge, Skills &amp; Attributes</u></b></p> <ol style="list-style-type: none"> <li>1. Numerate and literate.</li> <li>2. Ability to deal with customer, businesses, other professionals and the general public in an appropriate manner.</li> <li>3. Ability to work as part of a team.</li> <li>4. Ability to meet deadlines and targets.</li> <li>5. Ability to review, interpret and explain technical and analytical reports.</li> <li>6. Knowledge/expert knowledge of the specialist work area of the Section/Team.</li> </ol>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p><b><u>Special Requirements</u></b></p> <ol style="list-style-type: none"> <li>1. Full driving licence with access to own car for business purposes.</li> <li>2. Willingness to work outside normal office hours.</li> </ol>	<p>E</p> <p>E</p>	<p>AF/I/C</p> <p>AF/I</p>



**KEY:**

- AF** Application Form
- I** Interview
- C** Certificate
- T** Test
- P** Presentation



**PLACE DIRECTORATE  
TECHNICAL OFFICER CAREER GRADE STRUCTURE**

<b>Grade</b>	<b>Qualification</b>	<b>Competence</b>
Grade E/F/G Technical Officer	<p>Essential Qualifications: No minimum entry level qualification.</p> <p>Desirable Qualifications: Relevant certificated qualifications (e.g. HNC/HND, BTEC Higher, "A" levels, Degree, Higher Degree). Relevant specialised/technical qualifications (e.g. Ordinary/Higher Certificate in Food Premises Inspection, NEBOSH Certificate, FCATS).</p>	<p>Numerate / Literate / Good communication skills.</p> <p>All office duties, including report writing, telephone use, recording of activities etc.</p> <p>Inspection / Investigation / Monitoring of premises/sites / Complaints / Activities under general guidance.</p> <p>(Will require competency assessment).</p>
Grade I Senior Technical Officer	<p>Relevant certificated qualifications (e.g. HNC/HND, BTEC Higher, "A" levels, Degree, Higher Degree); relevant specialised/technical qualifications (e.g. Ordinary/Higher Certificate in Food Premises Inspection, NEBOSH Diploma, DCATS).</p> <p>Plus, additional specialist qualifications e.g. Dip. Ac, Higher Certificate in Food Premises Inspection, NEBOSH Diploma, DCATS.</p> <p>(throughout the above qualification categories, other equivalent qualifications will be considered).</p>	<p>As Grade E/F/G <b>and</b>:</p> <p>Be authorised to sign/serve Statutory Notices:</p> <p>Or:</p> <p>Be specifically identified to undertake additional responsibilities in a work area.</p> <p>Developed advisory, negotiating &amp; persuasive skills.</p> <p>Exchange of complex &amp; contentious written &amp; verbal information.</p> <p>Emotional resilience.</p> <p>The above to be <b>without</b> the need for general guidance.</p> <p>(Will require competency assessment).</p>

1. Appointment of new staff will be in accordance with the career grade criteria **and** the principle of the "point of minimum advantage".
2. Competency assessments will be undertaken as part of any interview process for new staff and where existing staff are progressing through a Bar Point.
3. The competency assessment required to pass through the bar to Senior Technical Officer will take the form of a work-based assessment combining the technical elements of the specific functions (this may take the form of a written examination), practical inspection and reporting (e.g. an inspection of an appropriate property for defects and the reporting on that inspection), and the recommendations for appropriate action.
4. The competency assessment required to pass through the bar to Senior Technical Officer will be developed by the appropriate Section Manager and agreed by the appropriate Head of



Service. The appropriate Section Manager will conduct the assessment and any failure in satisfying the assessment will be identified in detail to the candidate to allow a development action plan to be identified. Such a development action plan would receive favourable consideration in subsequent training plan deliberations.

5. Should a candidate fail an assessment they would have the right of appeal on that judgement to the appropriate Head of Service, if they can provide evidence that their assessment was unjust. No further appeal will be allowed on the decision of the Head of Service. Should a candidate fail an assessment a minimum period of six months will be required to elapse before a further assessment can be undertaken.
6. Progress to Grade I will be dependent upon the **operational need/demands** of the department to have such work undertaken. It is possible that staff members may meet the technical demands of the Grade I criteria but that there is no demonstrable departmental need for them to progress to Grade I. In allocating Grade I responsibilities the department must ensure that the most effective use of staff resources is obtained, this is likely to mean that specific workloads will be targeted and not spread out amongst the majority of the staff.
7. There will be no detriment to existing staff in post where their existing qualification/experience/competence level does not meet the criteria for their existing grade. Favourable consideration will be given to any such staff within subsequent training plan deliberations to bring those staff members to the specified qualification or competency level.

