Auto Fitter, Mechanic Applicant Recruitment Pack

Sefton is a really great place to live and work



Sefton Council

Welcome

Hi,

We would like to thank you for your interest in the Auto Fitter role within Sefton Council's Transport & Vehicle Maintenance Department, Operational In-House Services.

Operating out of Hawthorne Road Depot Garage and Workshop you will provide mechanical support in ensuring the efficient maintenance of the Councils vehicle fleet.

Working under the direction of the Workshop Manager your responsibilities will include repair and maintenance of all HGV's / LGV's included in the 300+ vehicle/plant items.

HGV category C licence is required together with a sound knowledge and experience of commercial fleet vehicles, hydraulic and pneumatic systems. You must be a qualified MOT Tester as the Council have its own MOT Testing Station.

As part of your work you will carry out MOT Tests class 4, 5 and 7, other tasks will include Tachograph calibration testing on site together with undertaking subsequent repairs.

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.

This is an exciting opportunity for the right individual to become part of the Team and work within Local Government.

Best of luck!

Marie Gosling
Service Manager

Sefton Council

Sefton Council | Operational In-House Services

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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

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.
- Sefton operate a 'Shut Down' period over the Christmas period which staff contribute four fifths of a week's pay over a 12-month period.

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.

About the Role

As a Sefton Council Auto Fitter, you will provide the highest quality mechanical support in ensuring the efficient maintenance of the Councils vehicle fleet, ensure compliance and safety as a priority.

Working under the direction of the Workshop Manager your responsibilities will include repair and maintenance of all HGV's / LGV's included in the 300+ vehicle.

Based at Hawthorne Road Depot in Bootle you must have a mechanical background with proven experience in a Commercial Workshop Environment. You will hold a MOT Testing qualification for class 4,5 & 7 vehicle category testing, together with Tachograph Calibration experience.

This should include a full HGV category C licence and a sound knowledge and experience of commercial fleet vehicles, hydraulic and pneumatic systems.

You should also be fully aware of the HGV/PCV testing procedures and relevant Health & Safety legislation.

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.

Use of AI in Applications

- Sefton Council values authentic applications that reflect your own experiences, skills and motivations and that sound like you.
- AI tools can be used to support your application, such as helping you structure your answers or as a reasonable adjustment. However, your application should remain your own work and accurately represent your own experience and abilities.
- To ensure a fair and consistent recruitment process for all candidates, applications that appear to rely excessively on AI-generated content may not be shortlisted.

Application and Selection Information

The closing date for this vacancy is **Friday 27th November 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **Week Commencing 7th December 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 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

SEFTON COUNCIL

JOB DESCRIPTION

Location: Hawthorne Road Depot/Formby Depot as required

Department: Operational In-House Services

Section: - Transport & Vehicle Maintenance

Post: **Auto Fitter Mechanic**

Grade: **G, £36,803 - £40,693** (inclusive of 3 hours contractual overtime)

Responsible to: Workshop Manager

Responsible for: Maintenance and upkeep of Council Fleet

JOB PURPOSE

To support the Workshop Manager in ensuring efficient maintenance of the Council's vehicle fleet in accordance with the Operator Licence and all legal undertakings.

MAIN DUTIES

Service and repair motor vehicles, plant and equipment as required (i.e. Engine, Gearbox, Transmission). Predominantly on HGV class vehicles.

Undertake auto-electrical repairs.

Carry out welding repairs, gas and electrical.

Carry out MOT Tests class 4, 5 and 7.

Carry out Tachograph calibration testing on site and subsequent repairs.
Complete all relevant paperwork including Job Cards for VOSA and recharge requirements and service and inspection reports.

Ensure completion and inputting of service sheets and inspection reports prior to return to workshop reception.

Assist in the implementation of modernisation and new workshop information technology as required.

Operate in accordance with the Local Agreements.

Participate in effective employee relations and undertake appropriate Departmental Training Courses to improve effectiveness in tasks set.

Complete all relevant paperwork including documentation for DVSA, DVLA,VOSA and recharge requirements and service and inspection reports.

Operate in accordance with the Local Agreements.

QUALIFICATIONS AND EXPERIENCE.

GENERAL:

The postholder will be expected to comply, observe and promote the equal opportunities of the Council.

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 grading.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the Health and Safety arrangements and systems to promote appropriate improvements where necessary.

Undertake, and participate in training, coaching and development activities, as appropriate.
The person appointed 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.

PERSON SPECIFICATION

Post: Auto Fitter

Department: Operational In-House Services

Division: Transport & Vehicle Maintenance

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL (E) OR DESIRABLE (D)	HOW ASSESSED
QUALIFICATIONS		
• City and Guilds (or equivalent) Motor Vehicle Technician Certificate	E	AF/I/C
• Training Certificate in Service Product Manufacturers	E	AF/I/C
• HGV Driving Licence	E	AF/I/C
• **EXPERIENCE**		
• Experiencing of maintaining vehicles with hydraulic systems	E	AF/I
• Experience of maintaining vehicles with pneumatic systems	E	AF/I
• Experience of Welding/Gas/Mig on vehicles	D	AF/I
• Experience of maintaining vehicles with electrical systems	E	AF/I
• Experience of P.S.V. Testing	D	AF/I
• Experience of Heavy Goods Vehicle Testing & maintenance	E	AF/I
• Experience of MOT Testing	E	AF/I
▪ **KNOWLEDGE SKILLS & ATTRIBUTES**		
• Commercial vehicle mechanical repair procedures	E	AF/I
• MOT & Tachograph testing centres	E	AF/I
• Mechanical fault diagnosis techniques experience	E	AF/I
• Vehicle electrical diagnostics (KTS 650) testing equipment	D	AF/I
• Computer literate and keyboard skills	D	AF/I
• **SPECIAL REQUIREMENTS**		
• "Out of hours" and weekend work in accordance with "on call" rota (overtime payments)	E	AF/I
• Full UK HGV Driving licence	E	AF/I

AF = Application Form
I = Interview
T = Test
P = Presentation