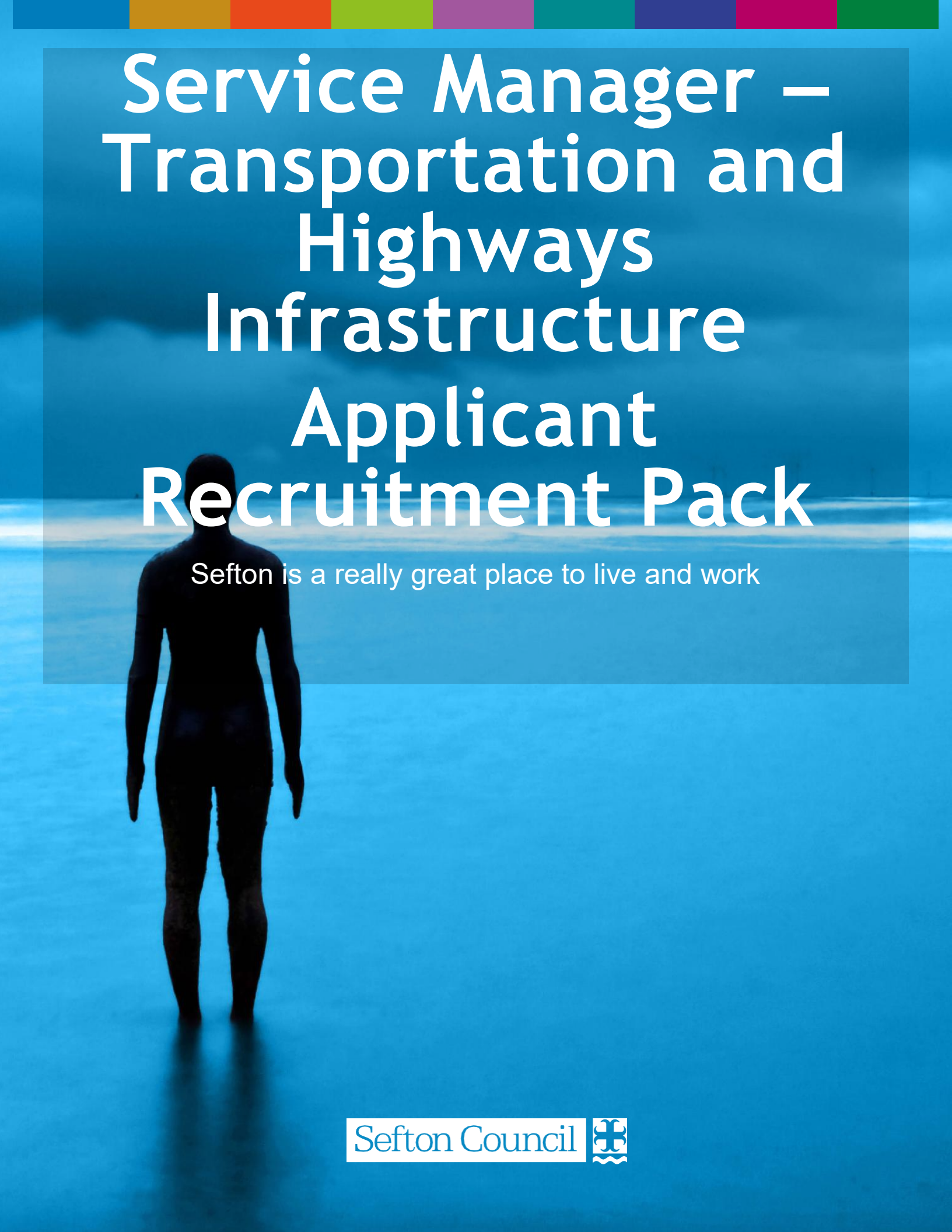
Service Manager – Transportation and Highways Infrastructure Applicant Recruitment Pack

Sefton is a really great place to live and work



Sefton Council

Welcome



Hi,

My name is Jayne Black, Assistant Director for Highways and Public Protection, and thank you for your interest in the Service Manager - Transportation and Highways Infrastructure role with Sefton Metropolitan Borough Council.

This is an exciting opportunity to lead a key service responsible for strategic transport, highway infrastructure, traffic and network management, and flood and coastal risk management. The role will play a pivotal part in delivering major infrastructure programmes, supporting economic growth, maintaining essential public assets, and ensuring the Council continues to meet its statutory responsibilities.

As a member of the senior leadership team, you will have the opportunity to shape strategy, lead high-performing teams, manage significant budgets and programmes, and work collaboratively with regional and national partners to deliver positive outcomes for our communities. If you are an inspiring leader with the vision, expertise and commitment to drive service excellence and continuous improvement in a complex and rewarding environment, we would be delighted to receive your application.

The Job Description and Person Specification are included within the job pack. Should you require any further information about the role, please refer to the contact details provided. We wish you every success with your application and look forward to hearing from you.

Sefton Council

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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.

More recently, we are exceptionally proud to have been nominated and subsequently shortlisted by the Local Government Chronicle for the Most Improved Council 2026. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement and our desire to make a difference across the communities within the Borough of Sefton.

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.

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

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.

About the Role

The Service Manager - Transportation and Highways Infrastructure plays a vital leadership role in supporting Sefton Council's ambition to maintain, enhance and invest in the Borough's transport networks, highways infrastructure and public realm. The postholder will provide strategic leadership and direction for transportation, traffic and network management, highways infrastructure, civil engineering, and flood and coastal risk management services, ensuring the effective delivery of statutory responsibilities while supporting economic growth and regeneration across Sefton.

A key focus of the role is the leadership, development and management of the Transportation and Highways Infrastructure service, including the delivery of major capital investment programmes, strategic transport initiatives, infrastructure maintenance, and flood and coastal defence activities. The postholder will work collaboratively with regional and national partners,

contractors, elected members and stakeholders to ensure services are delivered safely, efficiently and in accordance with legislative requirements while achieving value for money and positive outcomes for communities.

As a member of the senior leadership team, the postholder will contribute to the development and implementation of corporate strategy and policy, provide professional leadership across the service area, and drive continuous improvement, innovation and organisational change. They will promote high standards of performance, accountability and customer focus while creating an environment in which teams are empowered to deliver excellent services.

Key areas of responsibility include:

- **Strategic Leadership and Service Management**
  Develop, implement and review strategic plans, policies and programmes that support the delivery of transport, highways infrastructure, traffic management and flood and coastal risk management services, ensuring alignment with corporate priorities and statutory obligations.

- **Transportation and Highway Infrastructure Management**
  Lead and manage the Transportation and Highways Infrastructure service, ensuring the effective delivery of strategic transport initiatives, highway maintenance programmes, infrastructure investment schemes and network management responsibilities across the Borough.

- **Traffic and Network Management**
  Act as the Council's statutory Traffic Manager, providing leadership and oversight of network management responsibilities and ensuring the safe and efficient operation of the highway network.

- **Capital Programme and Project Delivery**
  Lead the planning and delivery of major capital and revenue projects through robust project management arrangements, ensuring the successful balance of time, cost, quality and risk.

- **Strategy, Policy and Long-Term Planning**
  Lead the development and implementation of key strategic documents, including transport, highways, infrastructure maintenance, flood and coastal erosion risk management strategies, and contribute to the development of the Council's capital investment priorities.

- **Leadership and Workforce Development**
  Provide visible and motivational leadership, creating a culture of professionalism, collaboration and continuous improvement. Support, coach and develop managers and employees to maximise performance and build organisational capability.

- **Financial and Resource Management**
  Manage significant revenue and capital budgets, ensuring effective financial planning, monitoring and control. Identify and secure external funding opportunities and maximise investment into the Borough through partnership working and business development activity.

- **Contract and Partnership Management**
  Lead the procurement, management and performance monitoring of consultants, contractors and delivery partners, ensuring compliance with contractual and statutory requirements and achieving value for money.

- **Performance and Risk Management**
  Ensure high-quality service delivery through effective performance management, governance and risk management arrangements, identifying and mitigating operational, financial, legal and reputational risks.

- **Organisational Change and Continuous Improvement**
  Lead and influence organisational change initiatives, developing innovative and sustainable service delivery models that respond to changing demands and improve outcomes for residents, businesses and communities.

- **Stakeholder Engagement and Partnership Working**
  Develop and maintain productive relationships with regional and national partners, including the Department for Transport, National Highways, Liverpool City Region Combined Authority, Merseytravel, contractors, statutory agencies and other stakeholders, representing the Council's interests and influencing strategic policy and investment decisions.

- **Member and Corporate Support**
  Provide professional advice and support to elected Members, senior leaders and corporate stakeholders, attending meetings, consultation events and partnership forums as required to support effective decision-making and service delivery.

- **Equality, Inclusion and Community Focus**
  Promote equality, diversity and inclusion throughout service delivery, ensuring decisions and investment programmes contribute positively to communities and support the Council's wider objectives.

We are particularly interested in hearing from experienced senior leaders with substantial knowledge of transportation, highways infrastructure, civil engineering, network management, flood and coastal risk management, or related service areas within local government or similarly complex organisations. You will have a strong track record of strategic leadership, service transformation, partnership working and delivering major programmes and projects in a politically sensitive environment.

You will be an effective and inspiring leader with strong financial, commercial and project management skills, capable of building high-performing teams, influencing a wide range of stakeholders, and delivering excellent outcomes for residents, businesses and communities across Sefton.

Please see **Appendix A** and **Appendix B** for the full Job Description and Person Specification.

What We Can Offer You

In return, we offer:

- A supportive and collaborative working environment.
- 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, 35 days annual leave.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- 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

- Family friendly policies, including enhanced maternity, paternity, adoption, and special leave to support employees when they require time off work to deal with issues in their life outside of work.

- 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. 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 that carers can balance their fostering responsibilities alongside their 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).

See **Appendix C** for a full overview of the benefits available to employees.

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 Sunday 6th December midnight.
1st Stage Technical Interviews will be held on Thursday 17th December via Teams.
Final Interviews will be held on Monday 21st December in Bootle Town Hall.

This vacancy may close sooner than the stated deadline if we receive sufficient applications.

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 of 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: Service Manager - Transportation and Highways Infrastructure: Full Job Description

JOB DESCRIPTION

Directorate: Built Environment

Location: Magdalen House / Hybrid

Division: Investment Programmes and Infrastructure

Post: Service Manager - Transportation and Highways Infrastructure

Grade: Hay 5

Reporting to: Workforce and Learning Service Manager

Purpose of the Role

1. To support the Assistant Director Highways and Public Protection in the provision of leadership and direction for the Investment Programmes and Infrastructure service, with a specific focus on strategic transport, traffic and network management, highways infrastructure, civil engineering, and flood and coastal defence, including setting clear objectives, allocating resources, managing and mitigating risk, and creating an inspiring working environment to deliver customer focused services to the communities of Sefton.

2. To provide direction, and lead, manage and develop the Transportation and Highways Infrastructure service, including strategic partnerships, programme and contract management, capital resource management, and the duties of the Highway Authority in order to deliver statutory functions while maintaining the quality and integrity of the physical, urban and public infrastructure across the borough, and support economic growth.

3. As a member of the Services senior leadership team, to contribute to the development and implementation of corporate strategy and policy and to lead the development of service strategies and policies to deliver agreed outcomes for the Service, Directorate and Council.

Leadership Competencies

Must demonstrate the following competencies:

1. Provide clear vision and direction.
2. Lead and manage change.
3. Plan strategically.
4. Lead people and performance.
5. Work corporately as well as collaboratively with partners.
6. Communicate effectively.
7. Focus on excellence.
8. Develop self and others.
9. Personal resilience.

Behaviours:

Must demonstrate the following behaviours.

1. Provide support with a view to improving quality.
2. Provide appropriate and constructive challenge.
3. Create a culture that looks for understanding and solutions.
4. Visibly and positively respect and value staff.
5. Communicate a consistent and clear message throughout the Council and with partners.
6. Respect, listen to and value others' views.
7. Maintain a customer focus with a relentless pursuit of excellent outcomes.
8. Have collective integrity and responsibility.
9. Endeavour to improve outcomes for the communities of Sefton.

Principal Responsibilities:

- **Leadership of the service**
  To define the direction of the service and to lead, direct, plan and manage resources to ensure the safe, effective delivery of strategic transport, highway infrastructure, traffic management and flood and coastal risk management services, and to review, monitor and plan strategies and programmes to maximise the available resource to deliver investment and regeneration benefits for the Borough.

  To act as the Councils statutory Traffic Manager.

  To ensure the provision all professional and technical advice and services involved in the delivery of the Transportation and Infrastructure service, including legislative and policy compliance.

- **Leadership of people**
  To provide motivational leadership and champion effective customer focussed service, setting standards to ensure clarity of vision, delivery expectations and ownership and pride in service provision.

  To champion a culture of cooperation and teamwork to deliver shared goals in support of corporate priorities. To encourage, coach, train and develop individuals and teams to enable them to maximise their capacity and facilitate effective delegation.

- **Strategy development**
  To lead in the development, implementation and review of strategy, policy, process and procedure to provide continuous improvement in transport, highways and flood and coastal risk management related activities to provide an effective and efficient service to deliver corporate priorities in accordance with relevant legislation, statutory duties and the management of reputational risk to the Council.

  To be responsible for the long-term strategic planning in relation to the Council's Local Transport Plan, Flood and Coastal Erosion Risk Management Strategy Major Transport Schemes, Highways and Infrastructure Maintenance Plan and as appropriate the Capital Programme.

- **Financial management**
  To secure, profile, allocate, manage and monitor the revenue and capital budgets, so that the Service can control financial performance in line service delivery, corporate objectives and risk analysis.

  To identify and seek external funding opportunities and seek to attract additional investment to benefit the Borough, either through the Council obtaining resources, or its third-party partners.

- **Performance management**
  To ensure the efficiency, effectiveness and quality of services through the performance management of individuals and teams.

- **Contract management**
  To direct, monitor and control the provision and performance of the Council's consultants, contractors and partner organisations to ensure effective and timely delivery, compliance with all statutory/legislative requirements and ensure value for money.

  To procure, manage and monitor a variety of contracts in line with the Council's constitution to ensure services are delivered to the required quality, on time and to budget.

- **Project management**
  To lead and plan, as allocated, the Council capital and revenue projects through the use of a robust project management framework to achieve the required balance of time, cost and quality.

- **Risk management**
  To assist the Council in the management of significant risks, associated with budgets, service delivery, and legal risks, through the identification and control of risk within your area of responsibility.

General Responsibilities:

- To maintain personal and professional development to meet the changing demands of the job.

- Support, and participate as necessary, in the Authorities Emergency Planning and Civil contingencies arrangements including providing a response on behalf of the authority on relevant major incidents.

- Ensure adherence to the Council's constitution, policies and procedures in respect of all activities and decisions within the service area

STRATEGIC SERVICE

- To contribute to the development and implementation of strategies, policies and initiatives, to support colleagues across the Council in the achievement of corporate priorities

MANAGING CHANGE

- To instigate, drive and effectively lead change in a complex and challenging environment, and develop flexible services and business models able to meet the changing needs of the Council and its communities.

PARTNERSHIPS &RELATIONSHIPS

- To develop, broker and sustain partnerships and effective working arrangements both within the Council and the Liverpool City region, and also with government, their agencies, key stakeholders and professional bodies related to the service area, in order to represent

and promote the Council's interests, bring effective challenge, and influence national and regional policy matters, in order to facilitate strategic business partnering, and maximise economic benefit for the Borough.

- To build and maintain effective relationships with and provide professional advice and support to the political and corporate leadership of the Council, and elected Members to support their community leadership role and ensure that officers and members work positively together in pursuit of service and corporate goals. Including attendance at Cabinet meetings and Cabinet Member briefings, public meetings and consultation events, as appropriate.

- To manage and maintain strong working relationships with our consultants and contractors, ensuring a high quality, value for money service is received at all times.

LINKAGES

- To deliver the outcomes for your role and your team, and to contribute to the delivery of Council outcomes, you will be expected to work with other teams within IPI, other corporate departments and outside agencies. Some of the critical relationships for your post include:

    - Department of Transport
    - National Highways
    - Liverpool City Region Combined Authority
    - Liverpool City Region Highways Authorities
    - Local Enterprise Partnership
    - Statutory Utilities
    - Merseyside Police
    - Merseytravel
    - Contractors
    - Planning Services
    - This does not represent an exhaustive list.

QUALIFICATIONS AND EXPERIENCE

See Person Specification.

CORE COMPETENCIES

The Council operates a competency framework. This framework has been supplemented by IPI to include more specific needs of the Division. It aims to set out the types of behaviour expected at different levels of the Division, set against the following criteria:

- Valuing, developing and supporting our people
- Focusing on the customer
- Using Information to make decisions
- Planning and Managing resources
- Working as a team

The post holder will be required to demonstrate the ability to perform at the following competency levels:

- *1 to 4 inclusive*

The IPI Core Competence Framework Guidance booklet is attached.

Our behaviours should reflect the Values of IPI as set out in the Vision, Mission and Values appendix, and contribute to the successful delivery of our outcomes.

GENERAL:

The post holder 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.
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 are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

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

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

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

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

Prepared by

Name:	Jayne Black
Designation:	Assistant Director – Highways and Public Protection
Date:	October 2026

Appendix B: Service Manager - Transportation and Highways Infrastructure Person Specification

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
Qualifications		
Professional/Technical qualification in relevant discipline or significant experience to equate to the same level of knowledge.	E	AF/I/C
Evidence of continuous professional, management and leadership development.	E	AF/I/C
Appropriate Leadership/ Business Management Qualification.	D	AF/I/C
Training in major project management systems or techniques	D	AF/I/C
Experience		
Significant experience in the leadership and management of a relevant service area within Local Government or a large complex organisation at a senior managerial level.	E	AF/I
A successful track record of delivering outcomes in relevant services through leading, motivating, managing and empowering teams across professional boundaries.	E	AF/I
Demonstrable evidence of long-term strategic planning, and developing and influencing successful strategy and policy to support this within a complex organisation.	E	AF/I
Significant experience of business development, across short and long term, in a demanding and constantly changing environment.	E	AF/I
A proven track record of working effectively and in co-operation and partnership with a wide range of communities, partner agencies, private sector providers, public agencies, voluntary bodies and statutory authorities.	E	AF/I
Evidence of successful financial and project management, including resolving conflicting priorities, and applying rigorous monitoring and control procedures.	E	AF/I
Experience of initiating and leading organisational change.	E	AF/I
Considerable experience of handling a diverse range of tasks and priorities within a constantly changing and sensitive environment	E	AF/I
Knowledge, Skills & Attributes		
The ability to provide effective leadership & management in the relevant service areas of your post and contribute to the overall running of your division as a member of its leadership team.	E	AF/I

Knowledge of regulations and legislative requirements in the relevant service areas of your post.	E	AF/I
Financial/budgetary management skills including accountability for agreed budgets and significant expenditure/income.	E	AF/I
Ability to demonstrate a high level of analytical and constructive thinking to problem solve and seek resolution of complex issues.	E	AF/I
Ability to provide comprehensive project management through a robust framework.	E	AF/I
Excellent communication and interpersonal skills with the ability to establish and maintain effective relationships and adapt personal style to meet the needs of the audience.	E	AF/I
Ability to lead and manage a diverse range of services including regularly conflicting work demands and highly pressured deadlines.	E	AF/I
Significant influencing and negotiating skills, with proven ability to affect change.	E	AF/I
Ability to lead effective teams and services to achieve a high level of performance through periods of change.	E	AF/I
Ability to lead effective teams and services to achieve a high level of performance through periods of change.	E	AF/I
Good understanding of and the ability to work within local government and the legal, financial and political context of public sector management.	E	AF/I
Personal Attributes Required		
An inclusive team worker who fosters partnerships, works collaboratively across boundaries and achieves results through others.	E	AF
Demonstrates and promotes openness, trust and respect, and leads through example.	E	AF
Motivated, optimistic and enthusiastic with the ability to respond to challenge and not be discouraged.	E	AF
Customer focused with a commitment to continuous improvement.	E	AF
Act as a role model for others demonstrating a “can do” attitude and promoting positive challenge.	E	AF
Take personal responsibility and prepared to make difficult decision when necessary and communicate them.	E	AF
Strong external awareness and vision, thinking beyond own area of expertise.	E	AF/I
Special Requirements		
Ability to work flexible hours as attendance at evening meetings of the Council's Committees, Executive Boards, and partnerships etc is a feature of this post.	E	AF/I

The post holder will be required to attend projects on site within the working day and on occasion outside normal working hours.	E	AF/I
Possess a full current driving licence and use of own car.	D	AF/I/C

Assessment Methods Key:

AF – Application Form
C – Certificates
I – Interview
P – Presentation

Prepared by: Jayne Black

Designation: Assistant Director – Highways and Public Protection

Date: October 2026.

Appendix C – Your Staff Benefits

🟢 Financial Benefits

Supporting your financial security and future

- 🏦 Generous Local Government Pension Scheme
- 😳 Enhanced Sick Pay
- 💳 Credit Union Support
- 🚆 Merseyrail Corporate Season Ticket Scheme
- 🕰️ Planning for retirement workshops
- 🛒 Costco Membership Application

🔵 Health & Wellbeing

Helping you stay healthy, happy and supported

- 🩺 Access to In-House Physiotherapy and Occupational Health Services
- 🧠 Access to Mental Health First Aiders
- 💉 Annual Flu Vaccination Programme
- 🏋️ Subsidised Gym Membership at Sefton Council Gyms
- 💚 Access to Medicash
- 👓 Reimbursement of Eyesight Vouchers
- 📜 Dying to Work Charter
- 🎲 Gambling Related Harms Policy
- 🚲 Cycle to Work Scheme
- 📚 Access to Digital Memberships and Unlimited E-Books via Sefton Libraries

🟠 Work-Life Balance

Providing flexibility to balance work and personal commitments

- 🏖️ Generous Annual Leave Entitlement Above Statutory Amount
- ⏰ Flexi-Time Scheme (where role allows)
- 💻 Agile Working (where role allows)
- 🌅 Flexible Retirement Policy
- 🎉 25 Years' Continuous Service Recognition with an Additional 5 Days Annual Leave
- 🗓️ Special Leave Policy

🟣 Family Friendly

Supporting you and your family at every stage of life

- 👶 Enhanced Maternity, Paternity and Adoption Leave
- 🍼 Neonatal Care Leave and Pay Policy
- 🤝 Foster Friendly Employer
- 👧 Childcare Vouchers

🟡 Staff Networks

Celebrating diversity, inclusion and employee voice

- 🌈 LGBT+ Staff Network
- ✝️ Christian Workplace Group
- 🌍 Diverse and Ethnic Background Staff Network
- ♿ Disability Staff Network
- 🎓 Apprenticeship Network Group
- 👩 Women's Network Group

🔷 Supporting Good Causes

Additional benefits that enrich your working experience

- 💝 Payroll Giving Opportunities
- 🤲 Volunteering Policy: 2 Paid Days and 3 Unpaid Days per Year

🔴 Learning & Development

Investing in your growth and career progression

- 📖 Access to Learning and Development Opportunities Throughout Your Sefton Career
- 🚀 Continuous Professional Development Opportunities
- 🎯 Support to Build Skills and Progress Your Career

Sefton Council