

Waste Management & Street Cleansing Officer Applicant Recruitment Pack



Welcome

We would like to thank you for your interest in our Waste Management & Street Cleansing Officer role within Sefton Council's Waste & Recycling Team.

We are looking to appoint a Waste Management & Street Cleansing Officer to join the service. You will be responsible for the daily planning, deployment and supervision of operational teams to ensure that statutory obligations and service plans are delivered efficiently across the Borough.

You will have experience of delivering and supervising Waste and Recycling collection services, operating bin lift and compaction equipment on a refuse collection vehicle and responding to customers in a helpful and courteous manner.

We welcome applications from residents and beyond, regardless of background, belief, or identity, recognising the value that diversity brings to our organisation. We particularly welcome applications from individuals from Black and Minority Ethnic backgrounds and candidates with disabilities as we acknowledge their underrepresentation in our workforce.

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!

Jill Readfern MCIPD
Head of HR & Workforce



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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 Northwest 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.

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

As Sefton Council moves into the next development of Waste Management for our residents you will play a vital role in maintaining clean, safe, and welcoming neighbourhoods across Sefton.

Working as part of a dedicated frontline Waste Management and Street Cleansing team, you will ensure that Food Waste, Household Waste and Recycling, and Commercial Waste is collected efficiently and delivered to the appropriate disposal facilities.

You will play a significant role in the delivery and ongoing operation of Simpler Recycling, including food waste collection services. This will involve overseeing day-to-day food waste operations once implemented, supporting performance management, resolving operational issues, and ensuring services are delivered safely, consistently and in line with legislative requirements.



You will also contribute to the planned roll-out of food waste collections, supporting project work associated with service mobilisation. This may include assisting with route design, operational procedures, staff briefings, vehicle and container deployment, service monitoring, and working collaboratively with colleagues and partners to ensure a smooth transition to new ways of working.

Alongside your operational responsibilities, you will support the continued promotion of sustainable waste management practices, including reducing, reusing and recycling, helping the Council to meet its obligations under the Environment Act 2021 and wider Liverpool City Region environmental objectives.

The key responsibilities include:

- To supervise operational staff, providing efficient and effective operational services for waste collection and street cleansing, delivered within available budget.
- Under direction from the Street Cleansing Manager / Area Operations Managers, to be directly responsible for the day-to-day deployment, direction and supervision of frontline staff including management of sickness absence in accordance with Sefton Council policies and procedures.
- To maintain a working knowledge sufficient to provide professional/technical advice on policy, legislation, regulation and best practice requirements for service delivery.
- To assist in ensuring that all services are carried out efficiently, making best use of available resources, with high standards of customer care.

This role suits someone who is passionate about delivering excellence, committed to maintaining high standards, and confident working both independently and collaboratively to support a skilled and safe workforce.

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 **Sunday 24th May 2026** (or earlier in the event of high volume of applications being received)

Provisional interview dates are **Week commencing 8th June**

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

JOB DESCRIPTION

Job Title	Waste Management & Street Cleansing Officer
Department	Operational In-House Services
Service	Waste Management & Street Cleansing
Location	Boroughwide
Grade	G
JE No.	A5257

Reporting to: Operations Manager Waste Management & Street Cleansing

Responsible for: Operational Waste Management Staff

JOB PURPOSE

The primary role, as part of a team of Officers, is the supervision of Waste Collection & Street Cleansing frontline operational staff to ensure the delivery of high-quality environmental services, delivered within available budget to provide safe, attractive and sustainable neighbourhoods within the context of both Service Plans and the Corporate Plan.

The service delivers Waste Management and Street Cleansing Services which include domestic & commercial collections of both residual and recyclable waste, clinical waste collection, skip hire, bulky household waste collection, manual & mechanical street cleansing including programmed, project and contractual services in addition to out of hours operations as required. To ensure compliance with all relevant statutory and legislative requirements to deliver the Council's obligations in accordance with the Council's visions, goals and core values.

MAIN DUTIES

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Operational

1. To supervise operational staff, providing efficient and effective operational services for waste collection and street cleansing, delivered within available budget.
2. Under direction from the Street Cleansing Manager / Area Operations Managers, to be directly responsible for the day-to-day deployment, direction and supervision



- of frontline staff including management of sickness absence in accordance with Sefton Council policies and procedures.
3. To maintain a working knowledge sufficient to provide professional/technical advice on policy, legislation, regulation and best practice requirements for service delivery.
 4. To assist in ensuring that all services are carried out efficiently, making best use of available resources, with high standards of customer care.
 5. To ensure effective motivation, training and development of operational staff is in place to meet the needs of the service objectives. To identify training needs of operational staff and contribute towards a training plan in conjunction with the Street Cleansing Manager / Area Operations Managers.
 6. To develop, deliver and record accurate training records for all training relating to operational staff training
 7. To utilise all learning opportunities to develop personal skills necessary to improve the effectiveness and efficiency of service deliver.
 8. To be responsive to customer enquiries and complaints, ensuring all responses are compiled within agreed response times and to a professional standard.

Health & Safety

1. To be responsible for the health, safety and welfare of operational staff, ensuring that health & safety procedures are adhered to in accordance with all corporate Health & Safety legislation, guidelines and best practice.
2. In conjunction with the Street Cleansing Manager / Area Operations Managers, contribute towards the compilation of risk assessments, safe systems of work and toolbox talks and ensure they are presented to frontline staff to eliminate risk in all operational activities undertaken.
3. To develop, deliver and record accurate training records for all training relating to Health and Safety

GENERAL RESPONSIBILITIES

1. Ensure adherence to the Council's constitution, policies and procedures in respect of all activities and decisions within the service area.
2. To participate as required in the Councils Emergency Plan and Civil Contingencies arrangements, which provide a Council response to major incidents.



3. To support the Assistant Director/Service Manager in the development of all service reviews and service improvement projects when required.

PARTNERSHIPS & RELATIONSHIPS

1. To build and maintain effective relationships with colleagues, partner agencies, elected members, local businesses, residents and members of the public.
2. 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 Operational In-House Services, other corporate departments and outside agencies.

SPECIAL CONDITIONS

Health and Safety

1. To observe correct safety procedures and to notify the Service Manager of all, or potential, accidents, injuries or hazardous occurrences in line with the Council's health and safety policy.
2. To notify the Service Manager of any incidents and accidents and to support any investigation or disciplinary procedures.
3. To ensure all refuse collection vehicles are made available in accordance with agreed schedules.
4. From time to time, to assist in training of staff as required in processes relating to the usage of vehicles within the service.
5. Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

Data Protection and Information Security

1. Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy.
2. Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference
3. Report actual or potential security incidents – physical or cyber.

CORE COMPETENCIES

The Council operates a competency framework. It aims to set out the types of behaviour expected at different levels, set against the following criteria:

- Valuing, developing and supporting our people



- Focusing on the customer to improve standards
- Using Information to make decisions
- Planning and Managing resources
- Working as a team

GENERAL:

The post holder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review.

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 identified and implemented 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 exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

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 of the duties within the job profile.



PERSON SPECIFICATION

Post: Waste Management & Street Cleansing Officer

Department: Operational In House Services

Shortlisting No.	Criteria	Essential (E) or Desirable (D)	Method of assessment
Skills, knowledge, experience			
1	The ability to provide effective supervisory management in the relevant service areas of the post and contribute to the overall delivery of the services as a member of its leadership team	E	A/I
2	<p>Current understanding and knowledge of relevant legislation, standards and best practice, in the relevant service areas of the post including but not limited to;</p> <ul style="list-style-type: none"> • Environmental Protection Act 1990 • Clean Neighbourhoods & Environment Act 2005 • DEFRA’s Code of Practice on Litter & Refuse • Environment Act 2021 • Environmental Protection (Duty of Care) Regulations 1991 <p>Current working knowledge of UK waste legislation relevant to food waste and household waste services, including the Environmental Protection Act 1990, Duty of Care Regulations, Waste (England and Wales) Regulations 2011, Environment Act 2021 and associated waste compliance requirements</p>	E	A/I



3	Proven problem solving ability to achieve resolution	D	A/I
4	Excellent communication and interpersonal skills and the ability to establish and maintain effective working relationships	E	A/I
5	Ability to develop, lead and contribute to effective teams and services to achieve a high level of performance	E	A/I
Personal attributes and circumstances			
P1	A personal commitment to customer service, adopting a flexible approach to meet the needs of service users / partners	E	A/I
P2	An understanding of and a personal commitment to the Vision, Values and Behaviours of Sefton Council	E	A/I
P3	An inclusive team worker who fosters partnerships, works collaboratively across boundaries, thinking beyond own area of expertise	E	A/I
P4	Motivated, optimistic and enthusiastic with the ability to respond to challenge and not be discouraged	E	A/I
P5	Customer focussed with a commitment to continuous service improvement	E	A/I
P6	A role model for others demonstrating a "can do" attitude and promoting positive challenge	E	A/I
P7	Take personal responsibility and accountability for task completion	E	A/I
P8	Demonstrate and promote openness, trust and respect	E	A/I
P9	Ability to work flexibly and to work some weekends as part of a rota to meet the needs of the service	D	A/I

Assessment Methods



- A: Application Form**
- I: Interview**
- C: Certificates**

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