

# Applicant Recruitment Pack

## Senior ICT Project Manager



# Welcome



Hello

I'm Stephen O'Brien, Head of ICT at Sefton Council.

I'm really pleased that you're interested in joining our team, as this is a genuinely exciting time to be part of our Information Communications & Technology (ICT) work at Sefton.

In the Council's ICT service, we play an active role in shaping how the Council operates and delivers for our communities. Our work reaches across the organisation, tackling complex challenges and supporting services to design and deliver better outcomes.

This Senior ICT Project Manager role sits at the heart of that. Alongside leading complex transformation projects, you'll help strengthen how we deliver change as a team, supporting others, improving consistency, and helping us demonstrate the impact of our work.

If you're looking for a role where your ideas matter, your voice is heard, and your work has real impact, you'll feel at home here. You'll work with colleagues across the Council to turn ambition into action, embedding improvement and making a positive difference.

If you're motivated by meaningful change and want to play a key role in shaping and strengthening transformation, we'd love to hear from you.

Thanks, and good luck!



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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](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.

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

#### Senior ICT Project Manager (Temporary)

Grade L (£53,460 - £54,495 – pay award pending)

Sefton Council is seeking an experienced and highly motivated Senior ICT Project Manager to join our ICT Client Team on a temporary basis.

This is a key role supporting the Council's ambitious digital and ICT transformation programme. You will lead complex ICT transformation projects, ensuring they achieve agreed outcomes, benefits, and value for the Council.

You'll work closely with senior stakeholders to shape projects, manage budgets and risks, and drive effective change across services.

You will also oversee governance, provide clear reporting to leadership, and support teams by promoting best practice in project management.

This role offers variety, collaboration and the opportunity to make a difference to the Council and its citizens.

You'll bring a forward-thinking approach, strong delivery focus and the ability to work closely with multi-disciplinary people, and in return you'll be part of a supportive, ambitious team that values innovation, continuous improvement and doing the right thing.

Please see **Appendix A and B** for a full copy of the 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, 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.

### 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 on availability).

## 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 **Friday 29 May 2026**.  
Interviews will be held **w/c 8 June 2026** and will be face to face.

**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 – Senior ICT Project Manager: Full Job Description

### SEFTON METROPOLITAN BOROUGH COUNCIL

#### JOB DESCRIPTION

**Department:** ICT Client

**Location:** Magdalen House/Agile

**Post:** Senior ICT Project Manager (Temporary)

**Grade:** L

**JE Number:** A5281

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**Accountable to:** Head of ICT

**Accountable for:** 3 x Grade J / 1 x Grade I / 1 x Grade G / 1 x Grade G (temporary)

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#### JOB PURPOSE

The role will support the effective co-ordination of the Council's ICT transformation intentions, by leading complex, cross cutting transformation projects and providing senior project management capability within the ICT Client Team.

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#### MAIN DUTIES

##### **Business Analysis & Business Case Development**

- Act as lead Business Analyst for the ICT Client team
- To lead on the development of business cases for complex ICT projects & transformation initiatives, working with services to identify opportunities for improvement and measurable benefits.



## Project Management

- Conduct research, benchmarking and analysis to inform project design and support the development of strategic recommendations.
- Define the scope, work plan and resourcing for transformational ICT projects in collaboration with the Senior Responsible Owner (SRO) and Senior Stakeholders.
- Lead and manage complex or high-profile projects across the full project lifecycle from discovery to design through to implementation, successful outcomes and benefits realisation.
- Apply recognised project management methodologies (including development of Project Initiation Documents, Highlight Reports & Risk and Issues Logs) to ensure projects are delivered on time, within budget and to agreed quality standards, monitoring progress, risks and issues and implementing mitigation strategies.
- Provide senior project management expertise across transformational ICT projects, supporting the coordination of interdependencies between projects and programmes.
- Provide advice and guidance to direct reports on project delivery approaches, promoting consistent application of project management frameworks and tools.

## Stakeholder Engagement & Collaboration

- Build strong working relationships with senior stakeholders across the organisation and with Business, and 3rd-party suppliers to ensure alignment and ensure successful delivery of transformational ICT initiatives.
- Excellent communication, engagement, and negotiation skills to define project objectives, risks, timelines, and budgets
- Represent the ICT Client Team at internal and external meetings/fora and deputise for the Head of ICT at key meetings where appropriate.
- Prepare detailed project plans and delivery schedules in conjunction with Senior Responsible Owners (SRO's) and Subject Matter Experts (SME's) to ensure work plan activities are documented, achieved on target and revise work schedules, as necessary.
- Ensure the development and delivery of clear, timely communication throughout projects, ensuring objectives, progress, and outcomes are effectively shared with key stakeholders (Internal/External)
- Facilitate workshops, briefings, and engagement sessions to capture insight and encourage participation in ICT transformation activities.
- Develop and maintain external networks with peers across the city region and beyond to facilitate project delivery, share learning and promote collaboration.



### **Performance Monitoring & Reporting**

- Provide high quality and timely reporting and briefings including presentations for Executive and Strategic Leadership Boards ensuring progress, risks and benefits are clearly communicated.
- Oversee resource planning, budget control, and project/programme monitoring, with regular reporting to Executive Directors, Assistant Directors, Senior Managers, and politicians when necessary
- Track project milestones, budgets, performance and benefits realisation providing regular reports to the Executive Leadership Team and any other senior governance structure.
- Ensure all project documentation is maintained and completed to a high standard.

### **Budget and Resource Management**

- Monitor project budgets, ensuring efficient use of resources
- Identify capacity gaps and escalate resource issues where appropriate.
- Work closely with Finance colleagues to track savings assumptions and benefits realisation in regard to transformational ICT projects

### **Change Management**

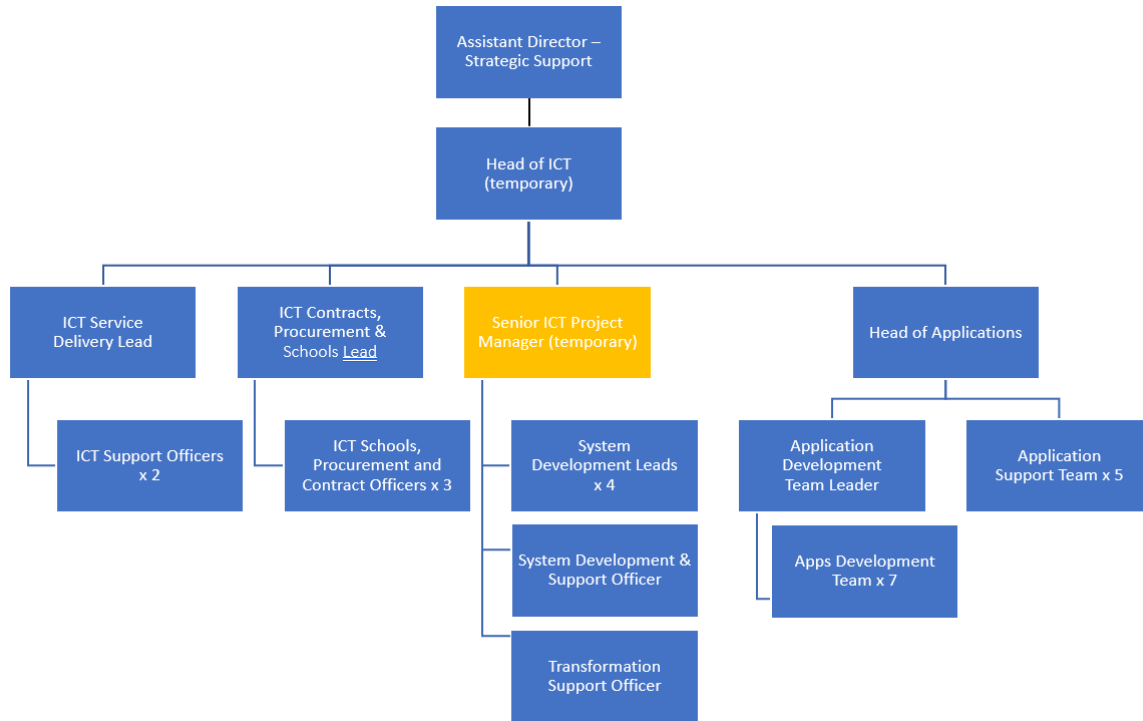
- Lead and support change initiatives, ensuring a smooth transition in service improvement projects.
- Identify opportunities for ICT innovation and improvement, helping to shape future services.
- Provide leadership and support to services during ICT transformation activity, helping teams adopt new processes and ways of working.

### **Governance & Compliance**

- Ensure all project activity complies with relevant policies, procedures, and legislative requirements.
- Support the development and continuous improvement of project governance frameworks and standards across transformation.
- Ensure risks, issues, and dependencies are effectively managed.
- Provide clear reporting in line with governance frameworks.
- Uphold the Council's values and contribute to a culture of inclusivity, collaboration, and accountability.



**ORGANISATION CHART (INTERIM)**



Note: The staffing levels may vary from time to time depending on the size of the programme of work.

**QUALIFICATIONS AND EXPERIENCE**

*See attached Person Specification*

**GENERAL:**

The post holder will be expected to comply with, observe and promote the Equal Opportunities policy of the Council.

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 post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems and to promote appropriate improvements where necessary.



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.

**Note:** Where the postholder 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:** Stephen O'Brien

**Designation:** Head of ICT

**Date:** March 2026



## Appendix B – Senior ICT Project Manager: Person Specification

Personal Attributes Required	Essential (E)  Or  Desirable (D)	Method of Assessment
<b><u>QUALIFICATIONS</u></b>		
Relevant academic and or professional qualification in Project management, or relevant suitable experience in project management.	D	AF/I
Academic Qualifications at degree level.	D	AF/I
<b><i>EXPERIENCE</i></b>		
Proven experience of leading and driving large-scale IT projects within a large or complex organization, from initiation and early design, through construction, commissioning and to completion, ensuring successful outcomes and positive impact (with focus on benefits realisation)	E	AF/I
Experience of providing advice, mentoring and/or professional guidance to colleagues in project management or change delivery.	E	AF/I
Experience of working collaboratively within an organisation, with partners and external bodies and of building strong working relationships	E	AF/I
<i>Experience of writing briefing papers and reports for different audiences</i>	E	AF/I
Proven experience in people management	E	AF/I
Strong track record in delivering projects on time, within scope and budget.	E	AF/I



Experience of developing and managing comprehensive project plans, tracking key deliverables and milestones.	E	AF/I
<i>Experience in stakeholder management, including engaging with senior leaders and external partners.</i>	E	AF/I
<b>SKILLS/KNOWLEDGE/APTITUDES</b>		
Excellent communication skills, both written and verbal, with the ability to convey complex information to diverse audiences	E	AF/I
Excellent engagement, and negotiation skills to define project objectives, risks, timelines, and budgets	E	AF/I
Ability to influence and engage senior stakeholders and build support for transformation projects and initiatives.	E	AF/I
Advanced knowledge of both theoretical and practical aspects of project management and the methodologies and the techniques involved in managing large and complex projects	E	AF/I
Champions best practices in project and programme management	E	AF/I
Ability to oversee resource planning, budget control, and project/programme monitoring, with regular reporting to Executive Directors, Assistant Directors, Senior Managers, and politicians when necessary.	E	AF/I
Provide clear reporting in line with governance frameworks.	E	AF/I
Able to work collaboratively, build and maintain relationships with key stakeholders across IT, Business, and 3rd-party suppliers to ensure alignment with business strategy.	E	AF/I
Ability to present research and undertake thorough analysis including business analysis (Process Mapping)	E	AF/I
Strong organisational and planning skills, with the ability to prioritise conflicting priorities, time, resource and work under pressure to deliver to deadlines.	E	AF/I
Ability to identify ways of assessing and monitoring the impact of major ICT projects.	E	AF/I
Ability to oversee complex project plans to identify interdependencies across programmes and translate this for key stakeholders and projects teams to understand.	E	AF/I



Ability to ensure risks, issues, and dependencies are effectively managed.	E	AF/I
Experience of managing & monitoring project budgets and working with Finance to track financial benefits and savings assumptions.	E	AF/I
Strong problem-solving skills and the ability to identify and mitigate project risks effectively.	E	AF/I
Evidence of innovative thinking and approaches to strategic challenges	E	AF/I
Strong understanding of the challenges facing local government and the role of transformation in delivering change and financial sustainability.	E	AF/I

**Assessment Methods Key:**

<b>AF</b>	Application Form	<b>C</b>	Certificates
<b>I</b>	Interview	<b>T</b>	Test

