

Driver Technician Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Thank you for your interest in the Driver Technician role at Community Equipment Stores.

This role is a vital part of our team.

To assist in providing an effective, efficient equipment loan service to sick and disabled people of all ages, including children, to develop their full potential and to maintain their health and independence. To provide an effective delivery, collection, fitting & repair service of community equipment, for residents and establishments normally within the Sefton geographical area.

To ensure vehicles are properly secured each evening, undertake routine maintenance checks of vehicles as appropriate and undertake 'key holder' duties.

This is a practical, hands-on position that requires good teamwork, strong attention to detail.

As a person, if you're someone who enjoys helping others, takes pride in delivering high-quality support, and brings energy, adaptability, and a genuine passion for making a difference, we'd be delighted to hear from you.

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

If, when you have finished 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.



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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.
- Free parking at office bases (dependent upon the work location).

About the Role

This role supports the delivery of a high-quality Community Equipment Service, helping disabled people of all ages maintain their health, independence, and daily living. To assist in providing an effective, efficient equipment loan service to sick and disabled people of all ages, including children, to develop their full potential and to maintain their health and independence.

To provide an effective delivery, collection, fitting & repair service of community equipment, for residents and establishments normally within the Sefton geographical area. To ensure vehicles are properly secured each evening, undertake routine maintenance checks of vehicles as appropriate and undertake 'key holder' duties

Working as part of a team. You will follow strict infection control, health and safety, and data protection procedures to ensure a safe environment for staff and service users.

This is a practical, hands-on role requiring attention to detail, teamwork, and a commitment to delivering a reliable, customer-focused service. You will be expected to work efficiently



and effectively, contributing positively to the team and helping deliver a high-quality service.

The key responsibilities include:

- Deliver, collect, fit and repair community equipment for service users across Sefton.
- Provide a reliable, efficient and customer-focused equipment service.
- Carry out vehicle safety checks and ensure vehicles are clean, safe and secure.
- Follow infection control, health and safety, manual handling and data protection procedures.
- Maintain accurate records and complete paperwork as required.
- Work effectively as part of a team to support high-quality service delivery.
- Undertake key-holder duties and other responsibilities appropriate to the role.

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.
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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 31st July 2026**

Provisional interview dates are **Week commencing 17th August 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

Department: Adult Social Care

Section: Community Equipment Stores

Location: Racecourse Retail Park - Aintree

Post: Driver Technician.

Grade: E Hours: 36

Responsible To: Logistics' Coordinator

Responsible For: None _____

Job Purpose:

To assist in providing an effective, efficient equipment loan service to sick and disabled people of all ages, including children, to develop their full potential and to maintain their health and independence.



To provide an effective delivery, collection, fitting & repair service of community equipment, for residents and establishments normally within the Sefton geographical area.

To ensure vehicles are properly secured each evening, undertake routine maintenance checks of vehicles as appropriate and undertake 'key holder' duties.

Main Duties:

- 1) Using the Authority's vehicles, drive in a safe manner to undertake daily delivery and fitting/set up of items of community equipment and appliances for service users within Sefton, and to hospitals, care homes etc., reporting any problems daily.
- 2) Using the Authority's vehicles, drive in a safe manner to undertake daily dismantling and collection of items of community equipment from service users' homes, care homes and hospitals etc.
- 3) Ensure all deliveries/collections of community equipment are recorded correctly both electronically and manually on official paperwork daily.
- 4) Be responsible for van stocks and allocated tools/equipment and ensure van stocks are administered correctly and daily.
- 5) Make informed decisions if utilising alternative community equipment as appropriate.
- 6) Undertake routine maintenance of vehicles and monitor and report any vehicle defects or problems that arise.
- 7) Ensure the vehicle and its contents are secured at all times when the vehicle is left unattended. All vehicles are to be kept at the Community Equipment Stores overnight with the exception of the on-call vehicles.
- 8) Carry out repairs of community equipment adhering to training guidelines and manufacturers' instructions, where appropriate and safe to do so.



- 9) Have a professional manner when dealing sensitively with service users/patients, their families and carers.
- 10) Maintain cleanliness of vehicles ensuring adherence to all Health & Safety policies, C.O.S.H.H. regulations and the Infection Control Policy.
- 11) Assist the store staff in any duties as directed, following the appropriate policy/procedures.
- 12) Participate in the rota for the same day delivery shift between the hours of 12 noon and 8 pm.
- 13) On a rota basis provide cover for the weekend on call service. Overtime and standby payments will apply.
- 14) As a team member, co-operate and assist in tasks to ensure the smooth running of the service at all times.
- 15) Respond to telephone calls and assist visitors to the stores as necessary.
- 16) Participate in supervision from the line manager and attend all identified professional development activity as required.
- 17) Undertake any other duties, as directed from time to time, to meet the requirements of the service, appropriate to the grade.
- 18) Ensure service user data information is lawfully gathered, accurate and up to date and only divulged in accordance with the General Data Protection Rules 2018 and the local government common law duty of confidentiality.

Special Conditions (if applicable):



The normal working week is 36 hours exclusive of mealtimes (pro-rata in the case of part-time employees).

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time appropriate with the general character of the post and its 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 post holder is also expected to monitor the effectiveness of the Health and Safety arrangements and systems to promote the appropriate improvements where necessary.

Date: 7th July 2026

Prepared By: Gareth Kennedy

Designation: Deputy Manager



PERSON SPECIFICATION

<u>Personal Attributes Required</u>	Essential E) Desirable(D)	How is this measured?
<i>Experience</i>		
1. Undertaking risk assessments.	E	AF/I
2. Working with the general public and professionals.	E	AF
3. Driving large vans.	E	AF
4. Reading and understanding instructions.	E	AF/I
5. Mechanically minded with the ability to fix things.	E	AF
6. Fitting & repairing community equipment to service users/patients homes.	D	AF/I
7. Working with community equipment.	D	AF/I
8. Working in a Social Services/NHS/voluntary environment.	D	AF/I



<i>Skills / Knowledge / Aptitudes</i>		
1. Practical knowledge of community equipment used by the chronically sick and disabled.	D	AF
2. Extensive knowledge of the Sefton road network.	D	AF/I
3. Ability to read and understand reference maps.	E	AF
4. Ability to read and follow instructions for the repair of equipment.	E	AF/I
5. Ability to undertake minor repairs to equipment where practicable.	E	AF/I
6. Ability to plan and prioritise workload to meet deadlines.	E	AF/I
7. Health & Safety awareness.	E	AF/I
8. Excellent verbal and written communication skills with peers, professionals and the public.	E	AF/I
<i>Other</i>		
1. Should be physically fit, able to load/unload vehicle & fit equipment.	E	AF/I
2. Understanding of and a commitment to equal opportunities.	E	AF/I

Assessment Methods**AF:** Application Form**I:** Interview**C:** Certificates**Prepared by:** Gareth Kennedy**Date:** 7th July 2026

