



Head of Health and Safety Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome



Thank you for your interest in the position of Head of Health and Safety at Sefton Council.

This is an exciting opportunity to lead and shape the Council's approach to Health and Safety at a time of significant organisational development and transformation. As our lead professional in this field, you will play a key role in ensuring compliance with statutory requirements, driving continuous improvement and embedding a strong safety culture across the organisation.

Working closely with senior leaders, elected members and colleagues across all services, you will provide expert advice, strategic leadership and professional challenge to help ensure that Health and Safety remains at the heart of everything we do. You will also be instrumental in supporting major corporate priorities, including the implementation of the Corporate Landlord Model and the development of robust governance and assurance arrangements.

We are looking for an experienced and collaborative leader who can inspire confidence, influence positive change and deliver practical solutions that support safe and effective service delivery.

If you are passionate about making a difference and helping to create a safe, compliant and high-performing organisation, we would be delighted to hear from you.

Stephen Watson
Executive Director - Regeneration, Economy and Assets



Contents

Our Vision and Values	2
Our Successes and Key Projects.....	2
An Inclusive Workplace	3
Liverpool City Region Fair Employment Charter	4
About the Role.....	4
What We Can Offer You	7
Top Tips on How to Apply.....	9
Application and Selection Information	10
Appendix A Head of Health and Safety: Full Job Description.....	11
Appendix B – Head of Health and Safety: Person Specification.....	15

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 Head of Health and Safety is a pivotal leadership role responsible for shaping, leading and continuously improving Sefton Council's corporate Health and Safety function. As the Council's lead specialist and senior advisor on Health and Safety matters, the postholder will provide strategic direction, professional expertise and organisational leadership to ensure compliance with statutory requirements whilst embedding a positive, proactive and risk-aware safety culture across the organisation.

Working closely with senior leaders, elected members, service managers and key stakeholders, the Head of Health and Safety will lead the development and implementation of the Council's Health and Safety Strategy, Framework, Policies and Procedures, ensuring alignment with corporate priorities, legislative requirements and best practice. The role will play a critical part in supporting organisational transformation, including the successful implementation of the Corporate Landlord Model and the Council's commitment to being a safe, compliant and high-performing organisation.

The postholder will provide assurance on Health and Safety governance, risk management and compliance arrangements, ensuring robust systems are in place to identify, manage and mitigate risk. Through strong leadership and professional influence, they will drive continuous improvement, strengthen organisational capability and promote shared responsibility for Health and Safety across all Council services.

The role also leads the Health and Safety Team, ensuring the provision of high-quality advice, guidance, training and support to services, schools and senior decision-makers, whilst maintaining effective relationships with regulators, external partners and specialist advisers.



Key areas of responsibility include:

- **Strategic Leadership and Governance**

Lead the development, implementation and review of the Council's Health and Safety Strategy, Framework, policies and procedures, ensuring compliance with legislation, best practice and alignment with corporate priorities.

- **Corporate Health and Safety Leadership**

Act as the Council's lead specialist and senior advisor on Health and Safety matters, providing strategic, evidence-based advice and guidance to senior leaders, elected members and governance bodies.

- **Compliance, Assurance and Risk Management**

Ensure effective systems, processes and controls are in place to achieve and demonstrate compliance with Health and Safety legislation, approved codes of practice and recognised standards across the organisation.

- **Audit, Inspection and Investigation**

Lead and oversee a risk-based programme of audits, inspections and reviews, ensuring findings are acted upon and organisational learning is embedded through effective incident investigation and performance monitoring.

- **High-Risk Compliance Management**

Provide strategic oversight and assurance for high-risk compliance areas including fire safety, asbestos, legionella, gas and electrical safety, contractor management, lifting operations, permit systems and other statutory safety requirements.

- **Health and Safety Culture and Engagement**

Champion a positive safety culture by promoting leadership accountability, ownership of risk, employee engagement and continuous improvement in Health and Safety performance across the Council.

- **Training, Learning and Capability Development**

Develop and oversee a corporate Health and Safety Training Strategy, ensuring managers and employees have the knowledge, skills and resources required to meet their Health and Safety responsibilities effectively.



- **Operational Service Delivery**

Ensure the provision of timely, pragmatic and proportionate Health and Safety advice and support to Council services, enabling safe and effective service delivery through risk management rather than risk avoidance.

- **Schools Health and Safety Support**

Provide leadership and oversight of Health and Safety advice, guidance and support services delivered to schools, ensuring provision remains relevant, compliant and offers value for money.

- **Performance Monitoring and Reporting**

Develop and maintain effective performance management arrangements, monitoring compliance, incidents, trends and risks and providing regular assurance reports to the Audit and Governance Committee, Corporate Health and Safety Committee and Executive Leadership Team.

- **Partnership and Stakeholder Management**

Build and maintain effective relationships with internal stakeholders, regulatory bodies, professional networks and external agencies, including the Health and Safety Executive, ensuring effective communication and collaboration.

- **Team Leadership and Development**

Lead, manage and develop the Health and Safety Team, ensuring high professional standards, effective performance management, workforce planning and continuous professional development.

- **Corporate Landlord and Property Compliance Support**

Work collaboratively with property and asset management colleagues to support the implementation of the Corporate Landlord Model and ensure statutory compliance within the Council's property portfolio.

- **Financial and Resource Management**

Ensure Health and Safety resources are effectively prioritised and managed, contributing to efficient service delivery and supporting organisational objectives within available budgets.

- **Governance, Continuous Improvement and Best Practice**

Maintain awareness of legislative changes, emerging risks and sector developments, ensuring the Council continues to adopt best practice approaches and remains responsive to future Health and Safety challenges.

- **Representation and Corporate Contribution**

Represent the Council at local, regional and national forums, contribute to corporate initiatives and governance arrangements, and support the wider organisational agenda through professional expertise and leadership.

This role is suited to an experienced and influential Health and Safety professional who is passionate about protecting people, driving compliance and continuous improvement, and working collaboratively to create a safe, resilient and high-performing organisation.

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).

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, 14 August 2026 at 5.00pm**.

Interview dates are **Monday, 24 August and Friday, 4 September 2026**.

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 Head of Health and Safety: Full Job Description

Role:	Head of Health and Safety	
Department:	Regeneration, Economy and Assets	Location: Borough wide
Section:	Health & Safety	Post:
Grade:	HAY 5	JE
		Number:
Responsible to:	Executive Director – Regeneration, Economy and Assets	
Responsible for:	Health & Safety Advisors External specialist advisors and contractors, where applicable	

Job Purpose

To act as the Senior responsible Health & Safety Advisor for the Council and maintained schools across the Borough of Sefton. To provide strategic leadership and develop a robust Health & Safety Plan with a particular focus on the Corporate Priorities of Setting Us Up To Succeed whilst ensuring the smooth implementation of the Council's Corporate Landlord Model.

The post holder will lead the development, implementation and review of an integrated Health & Safety Strategy aligned to Council priorities, organisational development programmes and provide strategic leadership and professional assurance to Senior Council Officers and Cabinet Members to ensure there is organisational awareness and a commitment to prevention and a safety-first attitude culture.

Key Responsibilities

Strategic Leadership and Governance

- Act as the Council's senior professional advisor on all technical aspects of Health and Safety legislation across the entire organisation. Taking the lead with the development, implementation and review of the Council's Health & Safety strategy, framework, policies and procedures whilst ensuring alignment with legislation, best practice and the Council's wider corporate objectives, including supporting the implementation of the Corporate Landlord Model.
- Act as the Council's lead senior advisor on all Health & Safety matters, providing independent, evidence-based advice to senior management, councillors and Health & Safety Committees, with constructive challenge where required.



- Provide regular and robust reporting on Health & Safety performance, risk, incidents, trends, data and compliance to the Audit and Governance Committee, Corporate Health & Safety Committee, Executive Leadership Team and Cabinet Members.
- Lead on the Council's overall corporate governance, risk management and internal control framework relating to Health & Safety matters.
- Work alongside senior leaders across the organisation, taking shared responsibility for the delivery of effective Health and Safety compliance in all areas, working within the available council resources, using both directly managed and wider resources.

Compliance, Assurance and Risk Management

- Ensure the Council has effective systems in place to achieve and demonstrate compliance with all relevant Health & Safety legislation, approved Codes of Practice and recognised standards.
- Develop and monitor Council Health & Safety policies and procedures and associated documents to ensure compliance with legislation.
- Lead and oversee a risk-based programme of audits, inspections and reviews, ensuring findings are reported, escalated where necessary, and actions tracked to completion.
- Facilitate high level reviews of major incidents and oversee and quality assure investigations into serious incidents including RIDDOR reportable incidents, identifying root causes and ensuring organisational learning and preventative actions are applied thereafter.
- Provide assurance regarding the effective management of high-risk areas such as fire safety, gas and electrical safety, asbestos, legionella, lifts and lifting equipment, hot works, permit systems, contractor management etc.
- Regularly review the School Service Level Agreement to ensure the service provides value for money and is reflective of current issues and trends.
- Design and develop a Health & Safety training programme for managers and other staff groups.
- Prepare for and attend public inquiries, providing transparent evidence, outlining risk mitigation frameworks, and demonstrating compliance, including gathering documentation, understanding legal rights and coordinating with legal counsel.

Culture, Engagement and Capability

- Lead initiatives to improve the Council's Health & Safety culture, promoting leadership accountability, ownership of risk and continual improvement.
- Embed learning from incidents and audits and feed into organisational improvements.
- Develop and oversee a corporate Health & Safety Training Strategy, informed by a training needs analysis and aligned to risk and role requirements.
- Ensure managers and staff are supported with appropriate guidance, tools, templates and training to discharge their Health & Safety responsibilities effectively.
- Maintain up to date professional knowledge and horizon scanning of legislative change, emerging risks and best practice, ensuring the Council is prepared and informed.

Operational Management and Delivery

- Lead, manage and develop the Health & Safety Team, ensuring clear objectives, high professional standards, effective supervision, and continuous professional development.
- Ensure effective and compliant management of all health and safety matters across all operational service areas.
- Ensure the provision of timely, pragmatic and proportionate Health & Safety advice to Council services, ensuring risk managed service delivery rather than risk avoidance.
- Responsibility for the management and provision of advice, guidance and support to local authority schools on Health & Safety matters.
- Manage the approval of overseas school visits using the Evolve system.
- Co-ordinate occupational hazard monitoring to measure levels of hazard e.g. noise, dust, and vibration. Analyse and interpret data and provide guidance and advice to management so that the risk can be managed and complies with legal requirements.
- Contribute when required with the Council's duty to update, issue and ensure compliance with the General Safety Certificate to regulated sports grounds as required under the Safety of Sports Grounds Act 1975 and enforce this legislation if necessary.
- Act as a central point to ensure cohesion across departments in relation to Health & Safety.

General

- Where posts require specific safeguarding checks, the person appointed to the role will be subject to the appropriate checks in line with the statutory requirements.
- New appointments will be required to satisfactorily complete a six-month probationary period.
- 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.
- Undertake, and participate in training, coaching and development activities, as appropriate. The post holder will be required to undertake and maintain up to date mandatory training commensurate with the role as well as any other statutory training which is associated with the post.
- 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 postholder 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 postholder 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 postholder 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 the duties of the job.

Appendix B – Head of Health and Safety:

Person Specification

Post: Head of Health and Safety

Department: Regeneration, Economy and Assets

Section: Health & Safety

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
Qualifications		
- NEBOSH General Certificate - Hold a recognised diploma at level 6 (or equivalent) or above in Occupational Health, Safety and Environmental Management. - Chartered Member of IOSH (or working towards) - Hold a recognised qualification for undertaking fire risk assessments.	E E E D	AF/C AF/C AF/C AF/C
Experience		
- Demonstrate a broad and deep experience and understanding of the issues which face local authorities in relation to Health & Safety, with a proven track record of delivering strategic and operational Health & Safety initiatives. - Demonstrable experience of the ability to understand complex practices, with the ability to devise new approaches from first principles. - Experience of working in a large complex organisation in the public or private sector. - Experience of working in a local authority or the public sector. - Experience of working with property colleagues in relation to the management of buildings relating to Health & Safety matters including asbestos, legionella, gas and electricity safety etc. - Experience of liaising with external agencies, such as the Health & Safety Executive, to ensure effective communication and compliance with relevant standards and regulations. - Experience of leading and managing staff.	E E E E E E E	AF/I AF/I AF/I AF/I AF/I AF/I AF/I

Knowledge, Skills and Ability		
Maintain a thorough knowledge of Health & Safety legislation underpinned by Continuous Personal Development.	E	AF/I
The ability to interpret, analyse and evaluate complex issues, with the ability to carry out dynamic options appraisals and form well rounded recommendations in fast paced environments.		
A sound understanding and knowledge of building Health & Safety requirements.	E	AF/I
Ability to influence senior management and stakeholders.	E	AF/I
Ability to actively listen to colleagues, understand their concerns, and provide practical, solution-focussed Health & Safety advice.	E	AF/I
Ability to prioritise workload and adhere to key deadlines.	E	AF/I
Ability to provide practical advice and guidance to colleagues on Health & Safety matters.	E	AF/I
Exceptional interpersonal and communication skills and ability to communicate effectively both orally and in writing.	E	AF/I
Ability to write clear reports for a wide range of audiences.	E	AF/I
Ability to balance conflicting priorities.	E	AF/I
Ability to work with Microsoft Office applications.	E	AF/I
Ability to work autonomously with limited supervision.		
Sefton Values		
Put people at the heart of what you do	E	AF/I
Listen, value and respect each other's views.	E	AF/I
Develop a culture of challenge, ownership, innovation and improvement.	E	AF/I
Be an ambassador for Sefton.	E	AF/I
Be responsive and efficient.	E	AF/I
You are clear about what we can and cannot do.	E	AF/I
Special Requirements		
Current valid driving licence and access to own vehicle	E	AF/I/C

Assessment Methods Key: AF – Application Form
C – Certificates
I – Interview

Prepared by: Stephen Watson
Role: Executive Director – Regeneration, Economy and Assets
Date: 25th June 2026

