

Ranger 3 Maintenance Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Hi,

We would like to thank you for your interest in the Ranger 3 Maintenance role within Sefton Council's Green Sefton Land Management Team.

This is an exciting and rewarding opportunity for someone who feels they would thrive in an operational role, who takes pride in their work and wants to be at the heart of an ever changing landscape environment.

As a person, if you're someone who enjoys teamwork, helping others, working alongside the public and volunteers, and brings energy, adaptability, and a genuine passion for making a difference in the areas we maintain, we'd be delighted to hear from you.

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!

Stephen Howe
Principal Maintenance Officer
Green Sefton



Contents

About the Borough of Sefton	1
Our Vision and Values.....	2
Our Successes and Key Projects	3
An Inclusive Workplace	3
Liverpool City Region Fair Employment Charter	5
What We Can Offer You.....	5
About the Role	7
Top Tips on How to Apply	8
Application and Selection Information	9
Appendix A – Job Description and Person Specification	10



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.

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.

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

The role of Ranger 3 Maintenance involves working outdoors undertaking a wide range of grounds maintenance tasks, using a variety of tools and equipment, working alongside colleagues, supporting volunteers, and dealing with the public.

The role sits in the Green Sefton Services Team based at our Cambridge Rd depot in Waterloo / Seaforth as a main base but providing boroughwide support as required.

This is an exciting time to join the team and support the ongoing development of the Land Management Teams operations.

Green Sefton provides our communities with a clean, green Borough including parks and greenspaces, nature reserves, trees, and woodlands, play and recreational facilities, municipal golf courses and our coast, beaches, and countryside, which include specially protected sites and landscapes, benefitting the health and wellbeing of residents, visitors, investors, and nature.

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, 23rd August 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **week beginning 7th September 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

Post:	Ranger 3 Maintenance
Directorate:	Operational In-House Services
Location:	Cambridge Rd Depot, Cambridge Rd, L21 1EZ
Division:	Green Sefton
Grade:	D £25,583 to £25,989
Reporting to:	Principal Maintenance Officer

Purpose of the Role

Delivery of routine maintenance activities in support of the Green Sefton team working with members of the public, community/user groups, and other stakeholders. Providing a defined standard of maintenance and supporting the efficient running of the section.

To act as an ambassador for the Green Sefton Service and Sefton Council.

The post holder will also provide cover for other duties across the Council, on occasions, as required.

MAIN DUTIES

The post holder will be required to:

1. Responsibility for the implementation of programmed grounds maintenance duties, routes & rounds in support of work schedules to the specified quality and performance standards. Examples would include litter picking, emptying bins, sand clearance, use pedestrian and handheld machinery and ride on machinery.
2. Liaise and communicate with the public, community volunteers, colleagues, management, and other Council services in a polite a courteous manner. To report any incidents, issues or concerns relating to use or abuse of our sites to your supervisor/manager.
3. Ensure correct use and day to day maintenance of vehicles, machinery, tools, and equipment allocated/assigned to the specified standards.



4. Ensure that you and your team (including volunteers and apprentices) adhere to safe working practices, risk assessments and Health & Safety procedures, having due regard to the safety of the public. Take responsibility for the upkeep of the Health & Safety Operating system(s)
5. Take responsibility to ensure you and your team complete work records, inspection tick sheets and that procedural documentation is adhered to and filed as directed.
6. Ensure you and your team take responsibility for the security of vehicles, machinery, equipment, tools and buildings as directed.
7. Responsibility to ensure you and your team report to work wearing issued uniform and PPE at all times, appropriately dressed for the weather/working conditions.
8. Responsibility to ensure you and your teamwork with community volunteers, partners and user groups assigned to support specified works and/or activities as directed.
9. Responsibility to oversee basic on the job training for general works with your team members to ensure they are aware and perform to the specified quality standards.

Green Sefton provides our communities with a clean, green Borough (including parks & greenspaces, trees, & woodlands, play & sports facilities, and our coast & countryside, which include specially protected sites) to the benefit of residents, visitors, investors, and nature.

The team focuses on the maintenance of the Green Sefton asset.

Supported by the Development Team it identifies, develops, and delivers strategies and plans which lead to improvements to Green Sefton assets and contribute to service outcomes. It delivers continuous improvement to develop the most effective, efficient and customer focused service including sustainable management of these important natural habitats and public spaces.

To Deliver the following Outcomes:

Maintenance of Green Sefton sites, providing clean, safe, and accessible facilities for our communities.

Support the management and development of our green infrastructure to deliver benefits for people, place, and nature.

**Linkages:**

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

- Street Cleansing
- Sports and Leisure Services
- Civic Buildings
- Community
- User Groups
- Volunteers
- Partner Organisations

This does not represent an exhaustive list.

SPECIAL CONDITIONS

- The role is 39 hours per week Monday to Friday, with core hours of work pattern of 7.30am to 4pm Monday to Thursday, and 7.30am to 3pm on a Friday
- Working weekends, evenings and Bank Holidays may be a requirement of this role

GENERAL REQUIREMENTS

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 have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

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



The postholder will be required to observe relevant codes of practice and legislation in relation to data protection and personal information.

The appointed person will be expected to undertake, and participate in training, coaching and development activities, as appropriate to the role.

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



PERSON SPECIFICATION

Post: Ranger 3 Maintenance

Department: Green Sefton

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<u>QUALIFICATIONS/TRAINING</u>		
NVQ Level 2 Certificate or Diploma in a relevant subject (environmental conservation, horticulture, forestry and arboriculture, green keeping, Groundsmanship or equivalent	(E)	AF/C
NVQ Level 3 Certificate or Diploma (same as above)	(D)	AF/C
Certification in maintenance machinery/equipment operations. Examples would be Strimmer/Brushcutter, Hedgetrimmers, Pedestrian Mower, Blower, PA1 & PA6 license in the Safe Use and Application of Pesticides	(E)	AF/C
Trailer Licence	(E)	AF/C
Chainsaw handling, Ride-on Mower & Chipper Operation	(D)	AF/C



<u>EXPERIENCE</u> Experience of supervising a small team, working in a relevant area such as, environmental conservation, horticulture, forestry & arboriculture, greenkeeping, Groundsmanship or other land/estate maintenance operations Experience of working within a Local Authority environment	(E) (D)	AF/I AF/I
<u>SKILLS/KNOWLEDGE/APTITUDES</u> Practical skills and knowledge across relevant areas of environmental conservation, coastal management, horticulture, forestry and arboriculture or estate management Basic Literacy and numeracy skills Application of the procedures and systems of work for a range of operational tasks using associated machinery, tools and equipment, as per certification. Ability to communicate orally to inform the public and other members of staff of any issues relating to site maintenance. Ability to use tact when dealing with potentially difficult subjects Undertake instruction, checking work and on the job training with members of the team, volunteers and apprentices. Ability to work from instructions and work programmes, direct a team, but making minor decisions involving the use of initiative. Reporting progress or problems to a lead ranger, supervisor, or manager. Able to work without direct supervision	(E) (E) (E) (E) (E)	AF/I AF/I AF/I AF/I AF/I

**SPECIAL REQUIREMENTS**

The post will entail considerable physical effort (for example, regular lifting or carrying, pushing, or pulling items of moderate weight, rubbing or scrubbing, or working in awkward positions)

(E)

AF/I

The post will entail considerable exposure to disagreeable, unpleasant, or hazardous environmental working conditions or people related behaviour.

(E)

AF/I

Driving Licence

(E)

AF/I

Assessment Methods**AF: Application Form****I: Interview****C: Certificates****Prepared by: Stephen Howe****Date: 03/08/2026**

