



Principal Flood and Coastal Erosion Risk Management Officer

Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Hi,

Thank you for your interest in the Principal Flood and Coastal Erosion Risk Management Officer role at Sefton Council.

This is an exciting opportunity to join a specialist and highly valued service that plays a vital role in managing flood and coastal erosion risk across one of the most environmentally significant and dynamic coastal boroughs in the country. Sefton's coastline, communities, infrastructure and natural environment all present both challenges and opportunities, and this role will help shape how the Council plans for, responds to and manages these risks over the long term.

Working closely with the FCERM Manager, you will support the leadership, co-ordination and delivery of the Council's Flood and Coastal Erosion Risk Management function. This includes helping to develop strategies, policies, service plans and projects that reduce risk, improve resilience and support better outcomes for residents, businesses, visitors and the environment.

The role will suit someone with strong technical knowledge, sound judgement and the ability to work confidently with a wide range of people, including Council officers, elected members, local communities, contractors, consultants and regional and national partners. You will need to be comfortable dealing with complex issues, communicating clearly with different audiences and helping to deliver practical, sustainable solutions.

As a person, if you are motivated by public service, enjoy working collaboratively, and want to use your experience to make a real difference to communities and places, we would be delighted to hear from you.

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

If, when you've finished reading this pack, you like what you see, and Sefton's Vision and Values align with yours, we look forward to receiving your application.

Best of luck!

Paul Scott

Highways Asset Manager



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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.

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

This is a senior professional role within Sefton Council's Flood and Coastal Erosion Risk Management Team. Working closely with the FCERM Manager, the postholder will help lead the delivery of the Council's approach to managing flood and coastal erosion risk across one of the country's most environmentally significant coastal boroughs. The role combines strategic planning, project delivery, partnership working and service management to help protect communities, infrastructure and the natural environment.

The FCERM Team takes a long-term approach to understanding and managing flood and coastal erosion risk, developing strategies, policies and projects that improve resilience and support sustainable communities. The team also hosts the North West Regional Coastal Monitoring Programme, providing a unique opportunity to contribute to work of regional and national significance.

Key responsibilities include:

- Supporting the delivery of the Council's Flood and Coastal Erosion Risk Management service, strategies and policies.
- Helping to ensure the Council fulfils its responsibilities as a Lead Local Flood Authority and Coast Protection Authority.
- Supporting the delivery of flood and coastal projects, programmes and asset management activities.



- Providing technical advice and guidance to officers, elected members, partners and communities.
- Assisting with budget management, funding applications and procurement activities.
- Working collaboratively with local, regional and national partners to develop and deliver innovative solutions.
- Supporting the leadership and development of a skilled and motivated FCERM team.

This role would suit an experienced flood and coastal risk management professional who can combine technical expertise with strong communication and partnership skills. You will be comfortable working across organisational boundaries, influencing decision-making and helping to deliver positive outcomes for people, place and the environment.

Please see Appendix A 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 **Monday, 7th September 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **Thursday, 24th September and Friday, 25th September**

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: Principal Flood and Coastal Erosion Risk Management Officer

Directorate: Operations and Partnerships

Location: Magdalen House, Bootle, L20 3NJ

Division: Highways and Public Protection

Post: Principal Flood and Coastal Erosion Risk Management Officer

Grade: J £ 47,181 to £ 50,269

Reporting to: FCERM Manager

Purpose of the Role

Support the FCERM Manager in the planning, co-ordination and control of work and resources in providing an efficient and effective Flood and Coastal Erosion Risk Management function. Contribute to the overall management and efficient running of the section, to ensure effective administration and maintenance of information systems.

Support the Highways and Public Protection Service in the development of a strategic approach to service delivery.

To act as an ambassador for the Sefton Council

MAIN DUTIES

1. Inform, influence and contribute to the development and delivery of a service plan and strategic approach, for the team and HPP, which will be managed through a performance framework.
2. Support the development of business and service delivery planning and embed this into the day to day operations of the wider service. This will include assisting in the development of Service Plans, risk register plans, monitoring and reporting mechanisms.
3. Provide leadership, direction and management to the team to deliver this function and service to the Council and residents of Sefton.
4. Assist the FCERM Manager in the management of the Council's assets that provide a flood and coastal erosion risk management function.
5. Ensure an effective and efficient delivery of our duties and powers as a Lead Local Flood Authority and Coast Protection Authority.
6. Ensure projects are planned and delivered to time, cost and quality standards whether they be managed directly, in house, via consultants or contractors



7. Seek alternative funding sources, be accountable for and account for large revenue and capital budgets ensuring budgets are forward planned, monitored and managed accordingly.
8. Assist with the direction, co-ordination, training and development of employees within the Team.
9. Prepare, analyse and present technical and non technical information to a wide variety of audiences from officers, elected members, public and school children.
10. Develop, implement and review the Council's policies for flood and coastal erosion risk management.
11. Prepare committee reports and attend committee, working groups and public meetings as necessary
12. Undertake procurement processes for the purchasing of goods and services under the post holders responsibility, including writing / preparing tenders, risk assessments and the scoring of quotations as per the Councils corporate procurement procedures.
13. Advise on and implement the latest standards, legislation and new developments.
14. Undertake compliance activity ranging from advising members of the public through to enforcement action.
15. Deal with enquiries from the public, elected members and other departments and manage expectations
16. Work with partners locally and regionally to identify, develop and deliver schemes with multiple benefits for people, place and productivity.
17. Work with partners locally and regionally to share best practice in FCERM and develop, influence and inform strategies, plans and policies in the short, medium and long term.
18. Respond to complaints effectively and efficiently in line with the Councils complaints procedure
19. Assist with all Health and Safety matters within the Team including the application of the Construction, Design and Management Regulations

SPECIAL CONDITIONS

- Attendance at evening meetings of the Council's Committees and Resident or Interest Group meetings may be a feature of this post.
- A casual car user's allowance is available.
- Must travel independently over a wide geographical area.
- You may be required to work at locations across the north-west coast in support of the Cell 11 Regional Monitoring Programme (CERMS).
- The post holder must be able to undertake site work where the terrain may be difficult.
- The post holder must be able to undertake tasks in adverse weather conditions.
- The post holder must be able to work outside of normal hours in order to undertake surveys during low tides.
- The post holder may be required to undertake site work over long periods, regular full days.



- A flexitime scheme is currently in operation.

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.

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.

The appointed person 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.

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: Principal Flood and Coastal Erosion Risk Management Officer

Department: Highways and Public Protection

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
Qualifications		
Degree in appropriate discipline	E	AF/C
Membership of a relevant professional body (e.g. CIWEM, ICE, IEMA or equivalent)	D	AF/C
Business / Management Qualification	D	AF/C
Experience		
Experience in the field of flood and coastal erosion risk management including commissioning of works, reviewing of strategies, communication of risk, strategic planning.	E	AF/I
Experience of leading a multi-disciplinary team both under direct supervision and through partnership working.	D	AF/I
Experience of working within a Local Authority environment and in particular presenting to and dealing with Elected Members.	D	AF/I
Experience of being accountable for and accounting for large budgets	E	AF/I
Skills & Knowledge		
Advanced theoretical, practical and procedural knowledge across the specialist area of Flood and Coastal Erosion Risk Management	E	AF/I
Knowledge and skills in the use of GIS	E	AF/I
Analytical and judgemental or creative and developmental skills to analyse and interpret varied and complex information or situations and to produce solutions or strategies over the long term	E	AF/I
Exercise highly developed advisory, counselling, negotiating or persuasive skills, or advocacy, in order to convince others to adopt courses of action they might not otherwise wish to take and exchanging orally and in writing complex and contentious information with a range of audiences, including non-specialists	E	AF/I
High direct responsibility for physical resources. Handling and processing of considerable amounts of manual or computerised information, where care, accuracy, confidentiality and security are important,	E	AF/I



ordering a range of equipment, supplies and services. Adaptation, development or design of a wide range of equipment, land, buildings, other construction work		
Dexterity, co-ordination or sensory skills, where there is some demand for precision in the use of these skills.	E	AF/I
Working within broad practice or guidelines. The work involves using discretion and initiative over a broad area of activity, with little access to more senior officers. The job is subject to managerial direction.	E	AF/I
The job	E	AF/I
<u>Behaviours and Attributes</u>		
Leadership abilities: • Manage change positively and to deliver successful outcomes. • Plan strategically and operationally. • Lead people and performance improvement. • Work corporately within a 'One Council' approach as well as collaboratively with partners. • Communicate effectively. • Develop self and others. Maintain personal resilience	E	AF/I
The job can require lengthy periods of concentrated mental attention.	E	AF/I

Assessment Methods**AF: Application Form****I: Interview****C: Certificates****Prepared by: Paul Wisse****Date: 04/08/2026**

