



Senior HR Business Partner Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Dear Candidate

I would like to thank you for your interest and for taking a look at this newly created role.

It is recognised here at Sefton Council, that the corporate centre is pivotal in ensuring that other Council services are well supported to be able to focus on delivering the very best possible outcomes for the residents and communities across the Borough.

We have an ambitious Transformation Plan which we are organisationally committed to and along with our desire to ensuring our managers have all the support they need to be able to deliver too.

As a result, I am delighted to share some brand-new opportunities across the HR Service which will add more capacity to our existing team. There are a variety of roles to suit differing levels of experience suited to where you are at in your HR career!

As a service, we provide high-quality advice, support and guidance to over 600 leaders and a number of Headteachers across the region. We pride ourselves on excellent customer service and whilst we are often dealing with complex and sensitive issues, we never forget the person behind it. Our people are always at the heart of what we do!

The successful candidate will join a friendly and welcoming team of professionals who are highly regarded for their expertise and approach to helping managers and staff with up-to-date relevant HR information and employment legislation.

We work in partnership with managers, employees, elected members and trade union representatives to ensure our workforce is engaged, developed and equipped to be able to adapt and deal with the changing needs of local government.

Whether you are already working in local government or looking to bring experience from another sector, we hope that if you are committed to delivering a high standard of professional expertise and are regarded as a true team player then you will take a further look at this Recruitment Pack to see what we are seeking from our next new colleague!

Hopefully you will like what you see, and we will look forward to receiving your application.

Good luck with your application!

Jill Readfern
Head of HR and Workforce
Sefton Council





Contents

About the Borough of Sefton.....	1
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
Key areas of responsibility include:.....	5
What We Can Offer You	9
Top Tips on How to Apply	10
Application and Selection Information	12
Appendix A - Senior HR Business Partner: Full Job Description	13
Appendix B – Senior HR Business Partner: Person Specification	17
Appendix C – Your Staff Benefits.....	18

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 Senior HR Business Partner plays a pivotal role in delivering a professional, high-quality and customer-focused HR service across Sefton Council. Working closely with senior leaders, managers, employees and trade union representatives, the postholder will provide strategic and operational HR expertise that supports organisational priorities, workforce performance and effective people management.

As a trusted advisor, the postholder will lead on complex employee relations matters, organisational change initiatives and workforce challenges, ensuring that managers are equipped with the advice, guidance and support required to make informed people management decisions. The role will contribute to the development of a positive employee relations culture, promote best practice and ensure compliance with employment legislation, Council policies and statutory requirements.



Working collaboratively across a diverse range of Council services, the Senior HR Business Partner will support workforce transformation, organisational effectiveness and continuous improvement. Through effective partnership working, coaching and professional expertise, the role contributes to building a resilient, engaged and high-performing workforce capable of delivering excellent services to residents and communities.

Key areas of responsibility include:

Strategic HR Business Partnering

- Provide expert HR advice, guidance and support to senior managers, service leaders and employees on a broad range of workforce matters.
- Act as a trusted advisor, supporting the achievement of service and organisational objectives through effective people management practices.
- Develop strong working relationships with stakeholders to understand workforce challenges and identify practical solutions.
- Contribute to the continuous improvement of HR services, policies and workforce management practices.

Employee Relations and Workforce Case Management

- Lead and manage complex employee relations matters, including disciplinary, grievance, capability, dignity at work, conduct and attendance issues.
- Provide professional guidance and support to managers throughout formal employment procedures and investigations.
- Review and challenge management approaches where appropriate to ensure consistency, fairness and compliance.
- Support managers in preparing and presenting cases at hearings, appeals and employment tribunal proceedings.

Organisational Change and Service Transformation

- Support and advise managers on organisational change programmes, restructures, staffing reviews and workforce transformation initiatives.
- Provide guidance on consultation requirements, workforce implications, governance arrangements and redundancy processes.

- Work closely with managers to ensure organisational change is implemented effectively and in accordance with legislative requirements.
- Support organisational redesign initiatives that improve service delivery and workforce effectiveness.

Attendance Management, Wellbeing and Occupational Health

- Provide specialist support on attendance management and employee wellbeing matters.
- Advise managers on complex and long-term sickness absence cases, ensuring consistent application of policy and procedure.
- Work in partnership with Occupational Health and other support services to develop positive attendance and wellbeing outcomes.
- Support ill-health retirement and termination processes in accordance with employment legislation and Council policies.

Recruitment, Resourcing and Workforce Planning

- Advise and support managers on recruitment, selection and workforce planning activities.
- Ensure recruitment processes are conducted in accordance with Council policies, legislative requirements and best practice.
- Support managers in securing and retaining talented employees to meet service objectives.
- Promote workforce planning approaches that support future organisational needs and workforce sustainability.

Trade Union and Industrial Relations

- Develop and maintain effective working relationships with recognised trade unions and employee representatives.
- Participate in consultation and negotiation processes relating to workforce matters, organisational change and policy development.
- Support positive industrial relations and collaborative approaches to resolving workforce issues.

- Contribute to maintaining constructive employee relations across the organisation.

Workforce Governance, Pay and Establishment Management

- Support managers with workforce governance processes and establishment management requirements.
- Review Establishment Control Forms and associated workforce documentation, ensuring compliance with Council procedures.
- Liaise with Job Evaluation and Establishment Control teams regarding pay, grading and establishment changes.
- Ensure workforce decisions are aligned with organisational governance, financial and workforce planning requirements.

Workforce Data, Reporting and Insight

- Analyse workforce information and management data to identify trends, risks and opportunities for improvement.
- Produce reports, business cases and workforce information that support evidence-based decision-making.
- Monitor workforce indicators and provide insight to inform workforce planning and service improvement.
- Ensure workforce information is managed accurately, securely and in accordance with data protection requirements.

Partnership Working and Stakeholder Engagement

- Build strong and productive relationships with managers, employees, trade union representatives and external partners.
- Represent the HR Service at meetings, consultation forums, project groups and partnership organisations as required.
- Work collaboratively with colleagues across Council services to deliver workforce priorities and organisational objectives.
- Support cross-functional projects and initiatives that improve organisational performance and employee experience.

Leadership, Coaching and Professional Development

- Provide coaching, mentoring and professional support to managers and HR colleagues.
- Contribute to developing management capability and confidence in people management practices.
- Support the development of less experienced HR colleagues and share knowledge and expertise across the service.
- Maintain professional competence through continuous professional development and awareness of emerging HR best practice.

Equality, Diversity and Inclusion

- Promote equality, diversity, inclusion and wellbeing through all aspects of workforce management and service delivery.
- Ensure employment decisions and organisational change activities are fair, inclusive and informed by equality considerations.
- Support initiatives that create positive workplace cultures and improve employee experience.
- Champion the Council's commitment to equality and diversity across all workforce activities.

Governance, Compliance and Professional Practice

- Ensure compliance with employment legislation, Council policies, procedures and professional standards.
- Maintain confidentiality and exercise discretion when handling sensitive employee information.
- Contribute to risk management and the mitigation of workforce-related issues.
- Support a professional, responsive and high-performing HR service that meets the needs of managers, employees and services across the Council.

Please see **Appendix A** and **Appendix 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).

See **Appendix C** for a full overview of the benefits available to employees.

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 6th September**

Provisional interview dates are expected the week commencing **14th 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 - Senior HR Business Partner: Full Job Description

JOB DESCRIPTION

Directorate: Corporate Resources and Customer Services

Location: Bootle/Agile

Division: Corporate Personnel

Section: Human Resources

Post: Senior HR Business Partner Children's Services

Grade: I

Reporting to: HR Team Manager (Operations)

Responsible for: HR Support staff as required

Purpose of the Role

Key Responsibilities:

- To support the HR Team Manager (Operations) in the provision of an effective and professional HR Management Service.
- To provide HR business support specifically to service areas across the Council and to work with a wide range of people, including trade union personnel, in the management of the Council's workforce.

Main Duties

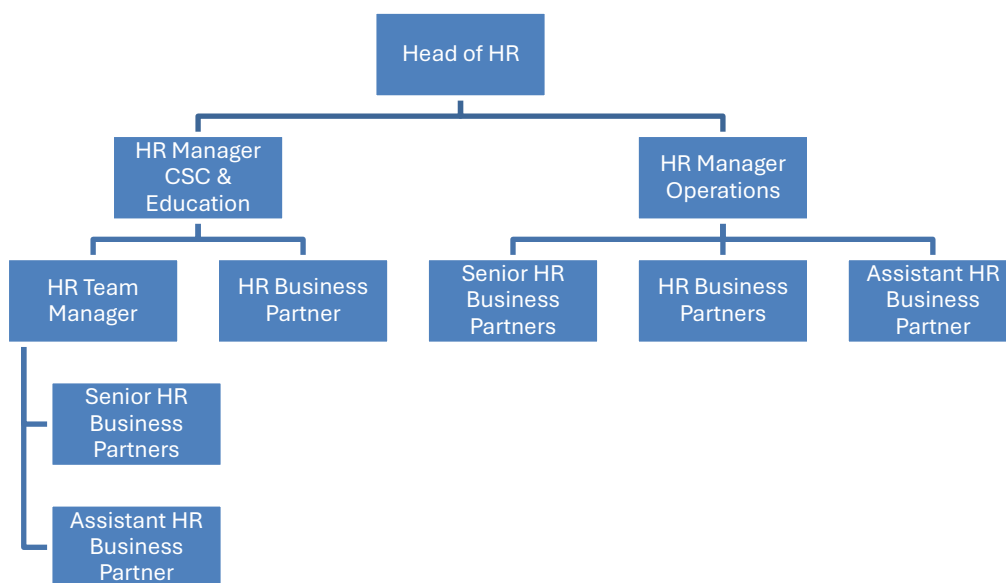
1. Provide advice and guidance to management and staff on the Council's HR policies and procedures, conditions of service, employment legislation, codes of practice etc.
2. Advise and support managers and staff in the application of absence monitoring, disciplinary, grievance, capability, dignity at work and any other related employment related staffing matters.
3. Assist managers in the investigation, preparation, and presentation of cases regarding disciplinary, grievance, dignity at work, and sickness absence matters.

4. Support managers undertaking service restructures/staffing reviews. Liaise with job evaluation and establishment control teams ensuring that appropriate pay and grading levels are maintained.
5. Advise and support managers in the recruitment and selection of staff ensuring that the process is conducted in accordance with the Council's policies and procedures and the protocols agreed with the HR Transactional team for administrative purposes.
6. Support the HR Manager in the delivery of effective employee relations.
7. Advise and support managers on organisational change, restructures and redundancy processes, including workforce, budget and governance implications, ensuring compliance with legislation, policies and consultation requirements.
8. Provide support and advice in the management of attendance, including the monitoring of sickness absence report and supporting complex and/or long-term sickness absence matters.
9. Maintain and develop a level of professional competence and understanding of current legislative and statutory requirements covering all aspects of employment.
10. Assist and support management in the preparation and presentation at Appeal Hearings and support Legal Services with Employment Tribunals.
11. Undertake and participate in trade union consultations and negotiations as required.
12. Ensure the delivery of an effective occupational health and welfare support service across the Council. Advise and support on ill-health terminations of employment.
13. Review Establishment Control Forms and other reports as required ensuring appropriate action is taken in respect of staffing variations, etc.
14. Provide advice and support to a range of people including senior officers, staff, and trade union representatives, in the delivery of an efficient HR Service. Communicate as necessary, on any changes to HR policy and procedures.
15. Work with other colleagues within the Council, partnerships, and other organisations, on any HR projects or initiatives as assigned.
16. Whilst this post is designated Senior HR Business Partner the post-holder may be required to perform duties in full or part of the Senior HR Business Partner

(Schools) within the Department to address any fluctuations in workload/service demands.

17. Participate in training and development as required in accordance with the principles of the Council's Performance Development Review scheme.
18. Participate in the promotion of equality and diversity in employment, procurement and service delivery across the Directorate and Council.

Organisation Chart:



GENERAL

The person appointed 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.

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 it's 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 post holder 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 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 post holder 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.

Undertake, and participate in training, coaching and development activities, as appropriate.

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.

Prepared by

Name:	Kathryn Parry
Designation:	HR Manager (Operations)
Date:	August 2026

Appendix B – Senior HR Business Partner: Person Specification

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
Qualifications		
CIPD Qualified Level 7 (or equivalent)	E	A
Management Qualification (or equivalent)	D	A
Experience		
Relevant experience in a Senior HR role	E	A/I
Experience of trade union negotiations	E	A/I
Experience of industrial relations conflict resolution	E	A/I
Working in a large, diverse organisation	E	A/I
Relevant experience in the supervision /management of people	D	A/I
Knowledge, Skills & Abilities		
Thorough understanding of employment legislation and its application in the workplace.	E	A/I/T
Excellent knowledge and understanding of Pay and Conditions of Services for Local Government employees.	E	A/I
Ability to communicate effectively, both verbally and in writing, with a wide range of people.	E	A/I/P
Ability to listen effectively and make informed, reasonable decisions regarding staffing/employment matters.	E	A/I/T
Effective team player with the ability to gain support of others.	E	A/I
Excellent I.T. skills, (Microsoft applications) including integrated HR applications.	E	A/I/T
Ability to manage and prioritise workload, ensuring deadlines are met.	E	A/I
Knowledge and application of performance management systems.	E	A/I
Knowledge and understanding of the Disclosure and Barring Service.	E	A/I
Other requirements		
Flexible working as required	E	A/I
Car driver	D	A

KEY A - Application Form; I – Interview; T - Task

Appendix C – Your Staff Benefits

● Financial Benefits

Supporting your financial security and future

-  Generous Local Government Pension Scheme
-  Enhanced Sick Pay
-  Credit Union Support
-  Merseyrail Corporate Season Ticket Scheme
-  Planning for retirement workshops
-  Costco Membership Application

● Health & Wellbeing

Helping you stay healthy, happy and supported

-  Access to In-House Physiotherapy and Occupational Health Services
-  Access to Mental Health First Aiders
-  Annual Flu Vaccination Programme
-  Subsidised Gym Membership at Sefton Council Gyms
-  Access to Medicash
-  Reimbursement of Eyesight Vouchers
-  Dying to Work Charter
-  Gambling Related Harms Policy
-  Cycle to Work Scheme
-  Access to Digital Memberships and Unlimited E-Books via Sefton Libraries

● Work-Life Balance

Providing flexibility to balance work and personal commitments

-  Generous Annual Leave Entitlement Above Statutory Amount
-  Flexi-Time Scheme (where role allows)
-  Agile Working (where role allows)
-  Flexible Retirement Policy
-  25 Years' Continuous Service Recognition with an Additional 5 Days Annual Leave
-  Special Leave Policy

● Family Friendly

Supporting you and your family at every stage of life

- 🧑‍🍼 Enhanced Maternity, Paternity and Adoption Leave
- 🍼 Neonatal Care Leave and Pay Policy
- 🤝 Foster Friendly Employer
- 🧑‍🎓 Childcare Vouchers

● Staff Networks

Celebrating diversity, inclusion and employee voice

- 🌈 LGBT+ Staff Network
- ✝️ Christian Workplace Group
- 🌍 Diverse and Ethnic Background Staff Network
- ♿ Disability Staff Network
- 🎓 Apprenticeship Network Group
- 🧑‍🦰 Women's Network Group

◆ Supporting Good Causes

Additional benefits that enrich your working experience

- ❤️ Payroll Giving Opportunities
- 🧑‍🦰 Volunteering Policy: 2 Paid Days and 3 Unpaid Days per Year

● Learning & Development

Investing in your growth and career progression

- 📖 Access to Learning and Development Opportunities Throughout Your Sefton Career
- 🚀 Continuous Professional Development Opportunities
- 🎯 Support to Build Skills and Progress Your Career

