



HR Business Partner Applicant Recruitment Pack

Sefton is a really great place to live and work



Sefton Council



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



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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.

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 HR Business Partner plays a key role in supporting Sefton Council's commitment to delivering a professional, responsive and high-quality HR service across the organisation. Working in partnership with managers, schools, employees, trade unions and key stakeholders, the postholder will provide expert advice, guidance and support on a broad range of employment matters, helping services to manage their workforce effectively and in accordance with employment legislation, Council policies and best practice.

The role contributes to the development and implementation of people strategies that support organisational priorities, workforce performance and employee wellbeing. Working collaboratively across Council departments and schools, the postholder will support managers with complex employee relations matters, organisational change, recruitment, attendance management and workforce planning activities.

Through effective partnership working, coaching and professional advice, the HR Business Partner will help develop management capability, promote positive employee relations and support the creation of an inclusive and high-performing workplace culture. The role also contributes to policy development, organisational improvement initiatives and strategic HR projects that enhance workforce effectiveness and organisational success.

Key areas of responsibility include:

Strategic HR Business Partnering

- Provide professional HR advice, guidance and support to managers, senior leaders, governors, elected members and employees on a wide range of workforce matters.
- Support the delivery of organisational priorities through proactive workforce planning and people management practices.
- Build trusted relationships with stakeholders to ensure HR solutions are aligned with service and organisational objectives.
- Promote a consistent and professional approach to people management across the Council and schools.

Employee Relations and Case Management

- Provide advice, support and guidance on employee relations matters including disciplinary, grievance, capability, attendance management and other formal employment procedures.
- Support managers in the investigation, preparation and presentation of management cases at formal meetings and hearings.
- Attend and advise at formal meetings, ensuring compliance with policies, procedures and employment legislation.
- Promote early intervention and effective resolution of workplace issues to minimise risk and improve employee outcomes.

Attendance, Performance and Workforce Management

- Support managers in the effective management of attendance, wellbeing and performance within their teams.
- Provide advice and guidance on performance improvement processes and attendance management procedures.
- Assist in attendance review meetings, performance discussions and related workforce matters.
- Promote good people management practices that improve workforce performance and employee engagement.

Recruitment, Selection and Workforce Resourcing

- Provide professional advice and support on recruitment, selection and redeployment processes.
- Ensure recruitment activities are conducted in accordance with Council policies, employment legislation and safer recruitment requirements.
- Support managers in attracting, selecting and retaining talented employees.
- Promote workforce resourcing practices that support organisational needs and future workforce sustainability.

Organisational Change and Workforce Transformation

- Support organisational reviews, restructures, service redesigns and other workforce change initiatives.
- Provide advice on consultation processes, redundancy procedures and workforce reorganisation activities.
- Prepare workforce-related documentation, reports and business cases associated with organisational change.
- Assist managers in implementing workforce changes effectively while maintaining positive employee relations.

Policy Development and HR Projects

- Contribute to the development, review and implementation of HR policies, procedures and best practice guidance.
- Support strategic and corporate HR projects that improve workforce effectiveness and service delivery.
- Undertake specific project work as directed and contribute to continuous improvement initiatives.
- Assist in the implementation and communication of new employment policies and workforce practices.

Partnership Working and Stakeholder Engagement

- Develop positive and constructive relationships with managers, employees, trade union representatives, schools and partner organisations.

- Participate in consultation and negotiation processes with recognised trade unions.
- Work collaboratively with stakeholders to identify solutions to workforce challenges and organisational priorities.
- Represent the HR Service at internal and external meetings, working groups and forums where required.

Workforce Information and Reporting

- Prepare, analyse and present workforce data, management information and performance reports.
- Use HR systems and workforce intelligence to identify trends, risks and opportunities for improvement.
- Support evidence-based decision-making through the provision of accurate and timely workforce information.
- Maintain accurate records and ensure compliance with data protection requirements.

Equality, Inclusion and Safeguarding

- Promote equality, diversity and inclusion across all aspects of employment practice.
- Support the implementation and communication of the Council's equality objectives and workforce initiatives.
- Maintain awareness of safeguarding and child protection requirements and provide advice where appropriate.
- Ensure employment practices are fair, inclusive and compliant with statutory requirements.

Professional Practice and Continuous Improvement

- Maintain up-to-date knowledge of employment legislation, HR best practice and developments within the local government sector.
- Develop specialist expertise in relevant HR disciplines to support service delivery.

- Provide support and guidance to Assistant HR Business Partners and colleagues as appropriate.
- Participate in training, professional development and knowledge-sharing activities to continuously enhance the HR service.

Governance and Compliance

- Ensure all activities are undertaken in accordance with Council policies, procedures and governance requirements.
- Handle sensitive and confidential information appropriately and in accordance with data protection legislation.
- Promote high standards of professionalism, integrity and accountability in all aspects of work.
- Contribute to maintaining a positive reputation for the HR Service through the delivery of high-quality customer-focused support.

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 HR Business Partner: Full Job Description

JOB DESCRIPTION

Directorate: Corporate Resources and Customer Services

Location: Agile Working with a base of Magdalen House, Bootle

Division: Corporate Personnel

Section: Human Resources

Post: HR Business Partner

Grade: H

Reporting to: HR Manager Children's Social Care & Education

Responsible for: N/A

Purpose of the Role

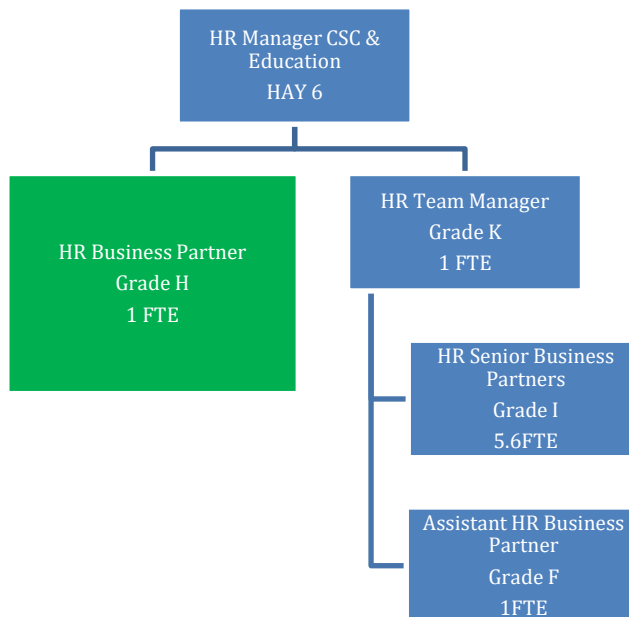
Key Responsibilities:

- Support the HR Service in the provision of an effective and professional HR Management Service.
- Provide HR business support across Council Departments as directed and to communicate with a wide range of people, including trade union personnel, Local Authority managers and personnel and the school's workforce.

Main Duties

1. Provide Professional HR support, advice, and guidance to a range of people including Senior leader's, staff, Governors, and Elected Members in relation to HR policies and procedures, Codes of Practice, Council policies, terms and conditions and statutory guidance.
2. Undertake specific projects in the development of effective HR practice, and support projects of a corporate nature under the direction of the HR Senior Management, as required.
3. Contribute towards the production and maintenance of policy as directed.
4. Assist in the management of attendance and performance of staff, attendance review meetings, formal interviews and hearings as required, and act in an advisory capacity at such meetings.

5. Assist in the investigation, preparation, and presentation of the Authority's/School's case regarding disciplinary, grievance and sickness absence and other employee matters, as required.
6. Assist, advise and support in the recruitment, selection, and redeployment of staff in accordance with Council and School procedures, legislative requirements, and codes of practice.
7. Assist with reviews and reorganisations including redundancy and the preparation of related Chief Officer Reports / ECFs (Establishment Control Forms) and other related management information etc in accordance with the Council's Decision-Making Process and Constitution procedures.
8. Establish and maintain a constructive working relationship with managers, colleagues, trade unions, other stakeholders within the Council, and partner organisations.
9. Participate in trade union consultations and negotiations as required.
10. Prepare and analyse reports, statistical information and returns using the Council's information systems as required.
11. Represent the department, as required, at internal and external meetings.
12. Maintain a professional knowledge of code of practices and developments in the employment of people and develop specialist personnel knowledge in related areas as required.
13. Maintain awareness of current Child Protection procedures and offer advice, as appropriate.
14. Provision of advice and guidance to Assistant HR Business Partner as appropriate.
15. Liaise with the Job Evaluation Team as appropriate regarding the determination of appropriate pay bands for staff.
16. Prepare Chief Officer Reports and other reports as directed, ensuring appropriate action is taken in respect of staffing variations, maintenance of employee records, etc.
17. Assist with the promotion and communication of the Council's Equality agenda.
18. Any other duties commensurate with this grade as reasonably required.

**Organisation Chart:****GENERAL**

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.

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.

The post is customer facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

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.

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.

Since confidential information is involved with the duties of this post, the post holder will be required to always exercise discretion 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.

Prepared by

Name:	Karen Holmes
Designation:	Human Resources Manager – Children's Social Care & Education
Date:	August 2026

Appendix B – HR Business Partner: Person Specification

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
Qualifications		
CIPD Qualified Level 5 (or equivalent) or working towards it	E	A/C
<u>Experience</u>		
Relevant experience in a HR role	E	A/I
Experience of industrial relations conflict resolution	E	A/I
Working in a large, diverse organisation	E	A/I
Experience of supporting with and assisting in the management of projects	E	A/I
Experience of trade union negotiations	D	A/I
Experience of Managing Projects	D	A/I
<u>Knowledge, Skills & Abilities</u>		
A good understanding of employment legislation and its application in the workplace.	E	A/I
Ability to communicate effectively, both verbally and in writing, with a wide range of people.	E	A/I
Ability to listen effectively and make informed, reasonable decisions regarding staffing/employment matters.	E	A/I
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
Ability to manage and prioritise workload, ensuring deadlines are met.	E	A/I
Excellent knowledge and understanding of Pay and Conditions of Services for Local Government employees.	D	A/I
Knowledge and application of performance management systems.	D	A/I
Knowledge and understanding of the Disclosure and Barring Service.	D	A/I
Knowledge and Other Local Government terms and Conditions such as Teachers Pay and Conditions and Soulbury.	D	A/I

<u>Other requirements</u>		
Flexible working as required	E	A/I
Car driver	D	A

KEY A - Application Form; C – Certificate; I – Interview/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

