



HR Business Partner – Pay and Grading 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





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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 (Pay and Grading) plays a key role in supporting Sefton Council's commitment to maintaining fair, transparent and legally compliant pay and grading arrangements across the organisation. The postholder will lead on the application of job evaluation methodologies, ensuring that all new and revised roles are assessed consistently and in accordance with established pay and grading frameworks and equal pay legislation.

Working closely with managers, HR colleagues, schools, trade union representatives and other stakeholders, the postholder will provide expert advice and guidance on job evaluation, pay structures and grading matters. The role supports organisational change initiatives, service reviews and workforce restructures by ensuring roles are appropriately evaluated and remunerated.

The postholder will contribute to the development and maintenance of the Council's pay and grading systems, undertake analysis and benchmarking activities, and support key projects relating to remuneration, equal pay and statutory reporting. Through effective partnership working, sound judgement and a commitment to best practice, the role contributes to ensuring the Council's reward arrangements remain equitable, sustainable and aligned with organisational priorities.

Key areas of responsibility include:

Job Evaluation and Pay Determination

- Undertake job evaluations for new and existing roles using the Council's approved job evaluation schemes.



- Investigate and analyse job information to establish the relative value of posts and determine appropriate grading outcomes.
- Ensure evaluations are completed consistently, objectively and in accordance with agreed procedures and frameworks.
- Support departments and schools with the implementation of job evaluation outcomes and associated changes to pay arrangements.

Pay and Grading Framework Management

- Support the maintenance, development and continuous improvement of the Council's pay and grading systems.
- Assist in the development and implementation of changes to pay structures where required.
- Contribute to the establishment and review of local conventions to ensure the effective operation of pay and grading arrangements.
- Ensure all pay and grading processes are applied fairly, consistently and in accordance with relevant legislation.

Organisational Change and Workforce Reviews

- Work with managers and stakeholders to support service reviews, restructures, reorganisations and TUPE transfers.
- Provide professional advice on grading implications arising from organisational change.
- Assist in the implementation of pay-related changes resulting from workforce redesign and transformation initiatives.
- Support the achievement of organisational objectives through effective workforce planning and reward arrangements.

Equal Pay and Compliance

- Support the Council in meeting its obligations under equal pay legislation and associated employment law.
- Monitor pay and grading arrangements to identify and address potential equality issues.

- Contribute to equal pay reviews and initiatives that promote fairness and transparency across the workforce.
- Ensure all processes are compliant with relevant statutory requirements and best practice guidance.

Data Analysis and Reporting

- Analyse pay and workforce data to identify trends, risks and opportunities for improvement.
- Produce management information, reports and workforce intelligence to support decision-making.
- Support the preparation of statutory returns and reports, including Gender Pay Gap reporting.
- Maintain accurate records and ensure information is managed securely and confidentially.

Regrading and Appeals Management

- Process applications for regrading and coordinate associated evaluation activities.
- Prepare documentation, reports and recommendations relating to grading reviews.
- Provide support to moderation panels and appeal hearings where required.
- Ensure regrading cases are managed efficiently, fairly and in accordance with agreed timescales and procedures.

Stakeholder Engagement and Partnership Working

- Develop effective relationships with managers, employees, schools, HR colleagues and trade union representatives.
- Provide professional advice and guidance on job evaluation, pay and grading matters.
- Participate in consultation and negotiation processes relating to remuneration and reward.
- Represent the HR Service at internal and external meetings, forums and working groups as appropriate.

Benchmarking and Research

- Undertake benchmarking activities with other local authorities and relevant organisations.
- Research developments in pay, reward and job evaluation practices to inform policy and service improvements.
- Support the identification and implementation of best practice approaches to remuneration and workforce reward.

Policy Development and Professional Practice

- Contribute to the formulation, review and implementation of HR policies relating to pay and remuneration.
- Maintain up-to-date knowledge of employment legislation, job evaluation methodologies and reward practices.
- Support continuous improvement initiatives within the HR Service.
- Participate in professional development, training and knowledge-sharing activities.

Governance, Confidentiality and Equality

- Handle sensitive employee information with discretion and in accordance with data protection requirements.
- Promote equality, diversity and inclusion through all aspects of work.
- Adhere to Council policies, procedures and governance requirements.
- Contribute to a positive, professional and customer-focused HR service.

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 date is **Tuesday 22nd September**

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 – Pay and Grading: 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– Pay & Grading

Grade: H

Reporting to: HR Manager – Pay and Grading

Responsible for: N/A

Purpose of the Role

Key Responsibilities:

Undertake Job Evaluation of all new roles and changes to roles across the Council departments and schools.

Support the HR Manager in the maintenance of the pay and grading systems for both NJC staff and JNC senior staff using the appropriate job evaluation systems and ensure all pay and grading schemes are applied in accordance with equal pay legislation.

As and when required to development and implement changes to the current pay structures applied within Sefton Council and Schools.

Main Duties

1. Investigate and determine the key elements of jobs through the application of the Job evaluation Schemes to determine the appropriate job ranking. Work with the various departments to progress and implement any amendments to pay associated with staffing reviews, re-configuration of services and TUPE transfers etc.
2. Ensure all changes to pay records are accurately recorded and provided to the Establishment Control Team and that records are effectively maintained and held in a secure and confidential manner.



3. Assist with the maintenance and development of the pay and grading system, including the determination of any local conventions.
4. Ensure the Pay System is effectively monitored to address any equalities issues.
5. Analyse data and produce management reports as appropriate.
6. Carry out any research or benchmarking of roles across other local authorities as required.
7. Assist the HR Manager with project work such as the management of any equal pay claims, production of statutory returns such as Gender Pay Gap reporting.
8. Process applications for regrading and any subsequent appeals including production of reports and attendance at moderation and Appeal Panels as appropriate.
9. Assist in any trade union consultation/negotiation processes associated with Job Evaluation, and the pay and grading system, as required.
10. Assist in the formulation and implementation of Personnel policies, specifically in relation to remuneration.
11. Represent the Department at internal and external meetings, as appropriate.
12. Supervise, guide and support other staff in order that the Job Evaluation process is implemented as efficiently as possible.

Organisation Team Chart:

Head of HR and Workforce

HR Manager – Pay and Grading

HR Business Partner – Pay and Grading x 2 *

*This post

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 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.

Prepared by

Name:	Lynn Earlam
Designation:	HR Manager – Pay and Grading
Date:	July 2026

Appendix B – HR Business Partner – Pay and Grading: Person Specification

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
Qualifications		
CIPD Qualified Level 5 (or equivalent)	D	A/C
<u>Experience</u>		
Significant experience of Job Evaluation methodology and the practical application of undertaking job evaluations within a diverse organisation	E	A/I
Experience in a Generalist HR or pay role	E	A/I
Experience of negotiating and consulting with managers and Trade Union representatives	E	A/I
Experience of undertaking pay and grading reviews, implementing pay processes and progressing pay matters to a logical conclusion.	E	A/I
<u>Knowledge, Skills Ability and Aptitudes</u>		
Knowledge of the practical and procedural application of the principles of equal pay and its application via Job Evaluation methodology.	E	A/I
Working knowledge of employment legislation	E	A/I
Ability to communicate effectively, both verbally and in writing, with a wide range of people.	E	A/I
Ability to manage and prioritise workload, ensuring deadlines are met.	E	A/I
Ability to listen effectively, negotiate and influence and make informed, reasonable decisions relating to employment matters.	E	A/I
Effective team player with the ability to gain support of others.	E	A/I
Excellent organisational, investigating, and problem-solving skills.	E	A/I
Excellent IT skills, (Microsoft applications) including integrated HR applications.	E	A/I
Knowledge and understanding of Pay and Conditions of Services for Local Government employees.	D	A/I

Key: A: Application C: Certificate I: Interview

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

