



Head of Procurement Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Thank you for your interest in the Head of Procurement opportunity at Sefton Council.

This is a key leadership role within Corporate Resources, responsible for leading the Council's procurement and commercial activity, shaping strategic sourcing, governance, contract management, and procurement transformation across the organisation.

We are seeking an experienced and forward-thinking procurement professional who can provide strategic leadership, build strong partnerships, and drive innovation, value for money, compliance, and continuous improvement in line with the Procurement Act 2023.

The successful candidate will join an ambitious and supportive organisation committed to delivering excellent services and positive outcomes for Sefton's communities. This role requires strong commercial awareness, leadership skills, and the ability to lead complex procurement activity within a large and diverse public sector environment.

If your values and aspirations align with Sefton Council's vision and commitment to excellence, we would be delighted to receive your application.

Best wishes,

Christian Rogers

Assistant Director - Commercial



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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.

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.

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

Working within the framework of the Procurement Act 2023 and wider public sector procurement legislation, the Head of Procurement is responsible for leading and managing the Council's Procurement Service, ensuring the delivery of professional, compliant, and value-driven procurement and commercial activity across the organisation.

This strategic leadership role is central to supporting the Council's Corporate Plan, transformation agenda, and Medium-Term Financial Plan through supporting effective commissioning, sourcing, contract management, supplier engagement, governance, and procurement assurance.

The postholder will lead a high-performing procurement function that delivers excellent customer service, maximises social value and commercial outcomes, promotes ethical and sustainable procurement practices, and ensures robust governance and compliance with the Council's Contract Procedure Rules.

Key responsibilities include:

- Leading and managing the Council's Procurement Service, resources, performance, and delivery of procurement operations across the organisation.
- Providing strategic procurement and commercial advice to Executive Leaders, Elected Members, senior managers, and service teams.
- Leading complex and high-value procurement projects, ensuring compliant and effective routes to market.
- Developing and maintaining procurement governance, assurance frameworks, policies, and procedures in line with legislative requirements and best practice.
- Translating the Council's strategic priorities into operational procurement delivery, supporting transformation and continuous improvement.
- Embedding social value, sustainability, and ethical procurement practices across procurement activity.
- Leading strategic supplier and stakeholder relationships to maximise value, manage risk, and improve outcomes.
- Supporting robust commissioning, business case development, and early market engagement activity.
- Maintaining oversight of the Council-wide procurement pipeline and identifying opportunities for collaboration and efficiencies.
- Leading procurement-related transformation programmes, continuous improvement initiatives, and implementation of innovative procurement approaches and systems.
- Developing and motivating teams, promoting a culture of professionalism, accountability, innovation, and excellent customer service.
- Preparing and presenting reports, briefings, and recommendations for senior leadership, Cabinet, committees, and scrutiny.
- Representing the Council at local, regional, and national forums, partnerships, and collaborative procurement initiatives.

This role will suit an experienced procurement professional with strong leadership capability, commercial acumen, and extensive knowledge of public sector procurement legislation and governance. The successful candidate will be confident operating within a political environment, leading change, influencing strategic decision-making, and delivering high-quality outcomes for the communities of Sefton.

Please see **Appendix A (page 9)** for a full copy of the **Job Description and Person Specification**.

Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.
- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.

- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is **Sunday 11th October 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are:

Technical Interviews: **Thursday 22nd October, 2026**

Final Interviews: **Friday 30th October, 2026**

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.

Appendix A – Job Description and Person Specification

Post:	Head of Procurement
Directorate:	Corporate Resources
Location:	Bootle/Agile
Division:	Procurement
Grade:	Hay 5
Reporting to:	Assistant Director Strategic Support
Responsible for:	Procurement Service performance, staff, and budgets.

Purpose of the Role

- Leading the Council's Corporate Procurement Service in its development as the key strategic function for transforming the effectiveness of the Council across all stages of the buying life-cycle, from early needs assessment and commissioning, through procurement to contract management
- Leading and managing all procurement and commercial activity across the Council, including strategic sourcing, commissioning support, contract management support, supplier engagement, governance and assurance, and associated procurement operations and projects that deliver high levels of customer satisfaction, value for money, social value and support in the delivery of the Council's Corporate Plan and transformation agenda.

LEADERSHIP

Must demonstrate the following leadership competencies.

- **Provide clear vision and direction** - Ensure that high-level objectives for the service align with the Council's Corporate Plan, Transformation agenda and Medium Term Financial Plan, translated into the Procurement and Commercial Strategy, service plans and operational delivery.
- **Lead and manage change** - Actively support change and continuous improvement by introducing innovative procurement approaches, market insight and commercial practice, working collaboratively to deliver the right solutions at the right time.
- **Focus on excellence** - Develop a culture where compliance, value, assurance and ethical procurement have default precedence, underpinned by robust governance and performance management.
- **Develop self and others** - Promote continuous professional development, innovation and improvement in procurement capability and customer service.
- **Lead people and performance** - Model organisational values and standards, ensuring high-quality, customer-focused procurement services.

- **Work corporately and collaboratively with partners** - Think and act creatively, using evidence and insight to improve service quality and outcomes.
- **Plan strategically** - Apply professional judgement and evidence to decision-making, ensuring transparency, fairness and accountability.

BEHAVIOURS

Must demonstrate the following behaviours:

- Provide constructive support and appropriate challenge.
- Create a culture focused on understanding and solutions.
- Respect and value colleagues.
- Communicate clear and consistent messages.
- Maintain a strong customer focus and pursuit of excellent outcomes.
- Act with integrity and collective responsibility.
- Improve outcomes for the communities of Sefton.

JOB SPECIFIC

Principal Responsibilities

- Lead and manage the Council's Corporate Procurement Service, resources and performance, delivering its transformation agenda and ensuring commercial effectiveness across the organisation.
- Motivate and develop teams to deliver professional, compliant and value-driven procurement and commercial activity.
- Manage strategic supplier relationships and frameworks.
- Maintain and develop procurement governance, policies and assurance arrangements.
- Work with stakeholders to deliver quality and value improvements.
- Report procurement activity and outcomes to the Council's Executive Leadership Team, Senior Leadership Board and elected Members and scrutiny as appropriate.

Strategy

- Advise executive leaders and managers on procurement and commercial matters.
- Support robust business cases through effective commissioning and market engagement.
- Lead interpretation and application of procurement legislation, including the Procurement Act 2023.
- Embed social value, sustainability and ethical procurement.
- Promote collaborative procurement and shared solutions.
- Advance the Commercial elements of the Council's Corporate Transformation Programme.

Manage change, programmes and projects

- Deliver complex procurement-related projects supporting transformation.
- Prioritise competing activity, manage dependencies and benefits, and ensure effective governance.

Procurement

- Lead strategic sourcing and formal procurement for complex and high-value requirements.

Budget

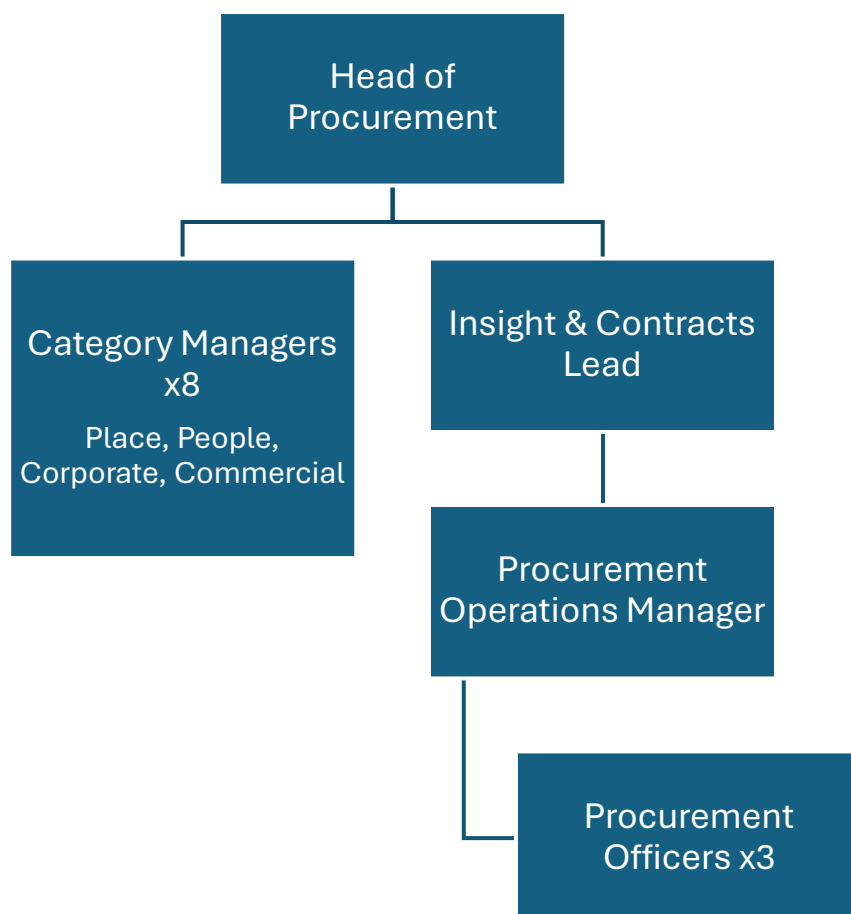
- Monitor expenditure within agreed budgets.
- Deliver efficiencies and wider value benefits.

Communication

- Provide high-level advice to Members and senior leaders.
- Maintain effective relationships across the Council.

Key Relationships

- Elected Members; ELT; Executive Directors; Assistant Directors; Heads of Service; Staff; Suppliers and Partners; Public.

ORGANISATION CHART

**SPECIAL CONDITIONS**

The role will predominantly require collaborative working with teams across the Council from remote locations / with opportunity for working from home and alongside Procurement team members.

There may be a requirement to work outside normal office hours from time to time.

This postholder will provide the members of the Strategic Leadership Board, Service Managers and elected members with advice and guidance when considering contract and quality issues.

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.

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

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.

All staff have a duty to take care of their own health and 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 available to all employees. The post holder will be expected to comply with, observe and promote the equality policies of the Council.

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.

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.

Prepared by:

Name: Christian Rogers
Designation: Assistant Director - Commercial
Date: May 2026



PERSON SPECIFICATION

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
QUALIFICATIONS/TRAINING		
MCIPS or equivalent professional procurement qualification.	E	AF/C
Evidence of continuing professional development.	E	AF
Management or leadership qualification.	D	AF/C
EXPERIENCE		
Demonstrable experience leading and managing a customer-focused procurement or commercial service.	E	AF/I
Experience of managing and developing teams and performance.	E	AF/I
Experience translating strategy into operational delivery through procurement.	E	AF/I
Experience of procurement governance, assurance and compliance.	E	AF/I
Experience managing complex, high-value procurement projects.	E	AF/I
Experience managing strategic suppliers and contracts.	E	AF/I
Experience working collaboratively with partners and Members in Local Government.	E	AF/I
Experience leading procurement or commissioning transformation.	D	AF/I
SKILLS/KNOWLEDGE/ABILITY AND VALUE-BASED CRITERIA		
In-depth knowledge of public sector procurement law, including the Procurement Act 2023.	E	AF/I
Understanding of commissioning, sourcing and contract lifecycle management.	E	AF/I
Ability to adopt a strategic view and relate strategy to outcomes.	E	AF/I
Strong commercial acumen and risk management.	E	AF/I
Ability to analyse complex information and make evidence-based decisions.	E	AF/I
Excellent communication and negotiation skills.	E	AF/I
Ability to work effectively in a political environment.	E	AF/I
Understanding of social value, sustainability and ethical procurement.	E	AF/I
Ability to lead teams through change.	E	AF/I



PERSONAL ATTRIBUTES / OTHER REQUIREMENTS		
Demonstrates the Council's values and behaviours.	E	AF/I
High personal integrity and professionalism.	E	AF/I
Customer-focused and outcomes-driven.	E	AF/I
Ability to work flexibly to meet service needs.	E	AF
Ability to represent the Council professionally.	E	AF/I

Assessment Methods**AF: Application Form****I: Interview****C: Certificates****P: Presentation****Prepared by: Christian Rogers****Date: May 2026**

