



Procurement Category Manager Applicant Recruitment Pack



Welcome

Hi,

We would like to thank you for your interest in the role of Procurement Category Manager within Sefton Council's Corporate Procurement Team.

This is an exciting and rewarding opportunity for a procurement professional who wants to play a key role in helping the Council to deliver best practice at all stages of the commissioning and procurement life-cycle.

The Corporate Procurement Service has a strategically important role in the Council with Category Managers working very closely with commissioners and contract managers in delivery services across the Council to drive better value, improved outcomes, efficiencies and savings.

It's an exciting time for the team in Sefton, with new investment in a corporate e-tendering portal and commercial management system and the expansion of the team. This will provide the capacity and capability to work more collaboratively with delivery services ensuring improvements in outcomes and value for money and compliance with the national regulations and the Council's own Contract Procedure Rules.

This is a great opportunity for someone who enjoys helping others, takes pride in delivering high-quality support, has a genuine passion for making a difference, and wants to develop their skills and experience across all stages of the buying process from initial needs assessment, sourcing options, procurement processes and contract management.

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

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you. Best of luck!



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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.
- Sefton operate a 'Shut Down' period over the Christmas period which staff contribute four fifths of a week's pay over a 12-month period.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.

- Free parking at office bases (dependent upon the work location).

About the Role

Procurement Category Manager

Shape the Future of Procurement at Sefton Council

Are you an experienced procurement professional looking for an opportunity to make a real impact? Do you thrive on delivering innovative solutions, influencing strategic decisions, and helping services achieve the best outcomes for local communities?

We are seeking a dynamic and forward-thinking procurement specialist to join our team at an exciting time of change and opportunity. Working within the framework of the Procurement Act 2023, you will play a pivotal role in supporting the Council to deliver high-quality, compliant, and value-driven procurement activity across a diverse portfolio of goods, services, works, and ICT projects.

This is far more than a traditional procurement job. The Corporate Procurement Service has a strategic leadership role in Sefton, driving best practice across the whole buying life-cycle, leading on the provision of procurement insight and management information and championing best practice contract management. Category Managers work very closely with their commissioning and contract management colleagues in delivery services, engaging at the earliest opportunity and supporting them through every stage including needs analysis, market engagement, commissioning strategies, sourcing plans, options appraisals, tendering, contract award and supplier performance management.

You will work with senior leaders, commissioners, legal professionals, and external partners to shape procurement strategies, drive innovation, and ensure public money delivers maximum social and commercial value.

This is a challenging and rewarding role, with lots of opportunity for professional and personal development.

What You'll Be Doing

As a key member of the Procurement Service, you will:

- Provide expert procurement advice and guidance to services across the Council, ensuring compliance with the Procurement Act 2023 and the Council's Contract Procedure Rules.
- Lead and support complex, high-value procurement projects from initial planning and market engagement through to contract award and implementation.
- Challenge existing practices and champion innovative approaches, identifying opportunities to improve processes, embrace new technology, and enhance service delivery and deliver savings.
- Influence strategic commissioning and spending decisions by developing procurement strategies that maximise value for money while managing risk.
- Work collaboratively with commissioners, contract lawyers, project teams, and external partners to deliver successful procurement outcomes.



- Support early market engagement activities, helping services understand market opportunities and deliver effective procurement solutions.
- Play a key role in the development and implementation of modern procurement and contract management systems that improve visibility, efficiency, and compliance.
- Prepare and present reports to senior leaders, Cabinet, and committees, clearly communicating procurement recommendations and outcomes.
- Build strong internal and external networks, representing the Council at regional and national forums and contributing to collaborative procurement initiatives.
- Deputise for the Head of Procurement when required, demonstrating leadership and professional expertise.

Why Join Us?

This is an opportunity to be part of a professional, ambitious, and supportive team that is committed to continuous improvement and delivering outstanding outcomes for our residents and communities.

You will have the chance to:

- Work on high-profile and strategically important projects.
- Influence how public money is spent and help shape the future of council services.
- Develop your professional expertise in a changing procurement landscape.
- Collaborate with a wide range of stakeholders across the organisation and beyond.
- Contribute to innovative solutions that deliver social value, efficiency, and improved outcomes for local people.

About You

We're looking for someone who is a qualified procurement professional and is passionate about procurement and public service, with the confidence to build relationships, provide expert advice, and challenge constructively when needed.

You will be someone who is highly motivated who enjoys working both independently and collaboratively, thrives in a fast-paced environment, and is committed to maintaining the highest standards of professionalism, integrity, and customer service.

If you are looking for a role where your expertise can genuinely make a difference and where no two days are the same, we'd love to hear from you.

Please see **Appendix A (page 10)** 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 **Tuesday 13th October 2026** (or earlier in the event of a high volume of applications being received).

Provisional interview date **Tuesday 27th 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:	Procurement Category Manager
Directorate:	Corporate Resources
Location:	Any location within the Borough
Division:	Procurement
Grade:	K
Reporting to:	Head of Procurement
Responsible for:	Leading the provision of procurement advice and guidance that enables effective and compliant, to relevant legislation, the procurement of goods, services, and works, for activity across the Council, utilising the most appropriate procurement routes and processes to achieve the desired outcomes and obtain value for money.

Purpose of the Role

The post holder will be an experienced procurement professional providing specialist knowledge and advice to colleagues, senior management and suppliers. There is a requirement for substantial working experience in procurement to deal with complex and high-risk issues across a range of procurement and contract management areas.

As a Procurement Category Manager, there is responsibility for managing procurement activities within a given category, supporting the development of the procurement strategy and implementing that category strategy.

It is expected for a Procurement Category Manager to proactively question and challenge Council practice and procedures based on improvements in technology, updates in legislation and the application of best practice.

Procurement Category Managers are accountable for the outcome of each procurement. There is a requirement to support the supervision of a small team of procurement professionals and a wide range of stakeholders in the procurement of goods, services and works.

Performance Indicators

- Delivery of specified results e.g. outputs, volumes, savings, social value, etc.
- Audit feedback and input
- Achievement of medium to long term milestones
- Quality of supplier relationships
- Internal profile, customer satisfaction (internal and/or external), client and/or stakeholder feedback and service level measures
- Workforce indicator such as turnover, timeliness, absenteeism, etc.

Main Duties:

The following are a range of duties appropriate to the role of Procurement Category Manager:

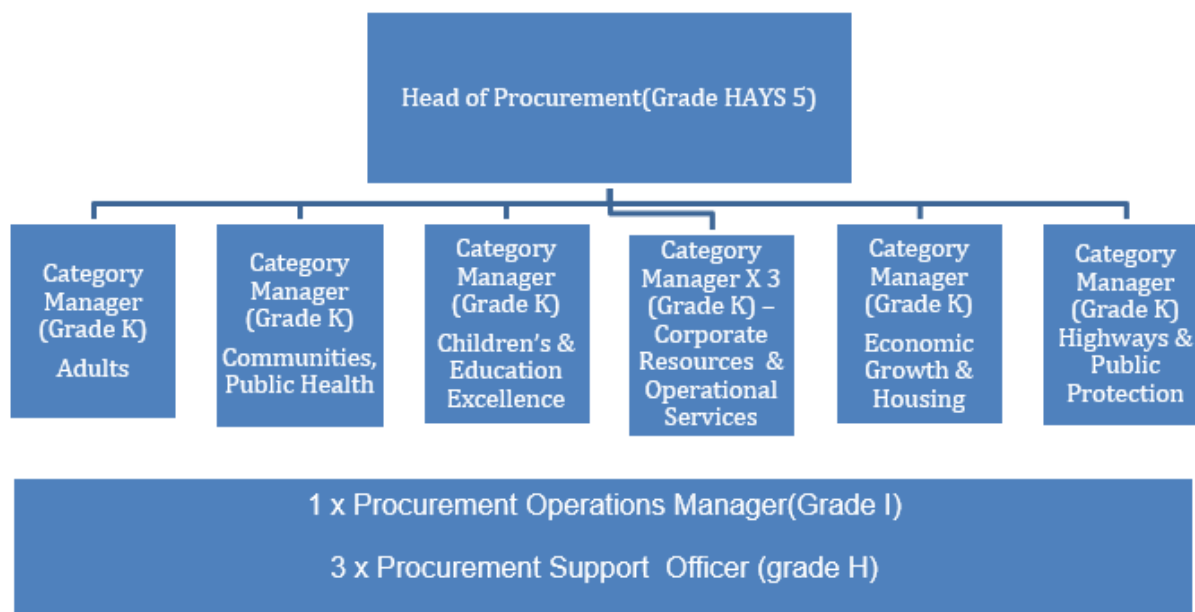
1. Operate compliantly within the new Procurement Act 2023; the Sefton Contract Procedure Rules (CPRs) applicable from 24 February 2025; support Service Teams to ensure their compliance to the Procurement Act 2023 and the new CPRs by providing clear and consistent advice, support and guidance, to ensure compliance in all our procurement activities and to protect the Council from procurement related challenges.
2. To apply expert knowledge and technical assurance to influence strategic spending decisions across the Council by working in partnership with the Council's Commissioners, Contract Lawyers and external advisors/partners to develop strategies which maximise value for money on contracts, minimise risk and exposure, align with Council Policies, including Contract Procedure Rules.
3. Provide procurement expertise, including training when required, experience and support to Service and Project Teams in early market engagement, taking key services to market, advising on appropriate but effective and efficient procurement routes and legal requirements through to implementation that supports the Council delivery services.
4. Develop and deliver tendering support activities to service areas to ensure key timescales are adhered to. This includes defining and monitoring KPI's, producing timely and accurate reporting to evidence progress, developing market analysis, designing routes to market, navigating the Council's procurement process, building compliant evaluation models, structuring contracts and managing the tendering and evaluation process/interactions with the marketplace using the Council's chosen electronic opportunities portal.
5. Support the development and review of procurement strategies, policies, processes and systems in line with national policy and Council policies and procedures to produce and analyse service and management information to contribute to the development of new services and innovative working practices.
6. Produce and analyse service and management information to contribute to the development of new services and innovative working practices with a view to ensuring compliance, transparency, encouraging competition and improving accessibility to providers where appropriate.
7. Support the preparation and delivery of reports and presentations for submission to Cabinet, Chief Officers and as required for any other Committees in relation to the activities undertaken within this job profile while managing work related pressures from deadlines, interruptions to workload and balance those conflicting demands of the job.
8. Excellent communication skills to support services and project teams by being a facilitator in resolving complex issues, negotiating with suppliers and stakeholders as required, creating and/or adopting sustainable outcomes and/or courses of action which might otherwise might not have been taken.
9. Provide expert support including influencing, negotiation and other procurement related skills to advise across a wide, complex and diverse range of contracts while

managing relationships and situations tactfully, sensitively, professionally and diplomatically.

10. Be proactive in maintaining the Contracts Register, reviewing existing contracts with services to ensure effective renewal processes are established to drive a value for money culture, ensure ethical procurement and deliver social value and climate change outcomes.
11. Be instrumental in building networks, to enable influencing, contributing to developing strategic and operational partnerships and alliances for procurement with internal and external stakeholders to support the delivery of key priorities and outcomes of the Council.
12. Proactively utilise technology to encourage progressive use of e-sourcing, purchase ordering, document management and other appropriate applications to maximise value for money.
13. Represent the Council at national/regional events and meetings and collaborative projects, deputising for the Procurement Service Manager as required with a view to maximising the opportunities to the Council in respect of value for money and outcomes for local people.
14. Undertake continued professional development to maintain a knowledge and awareness of current legislation, policy, practice and procedures in the post holder's field of work and to keep others informed as appropriate.
15. Support the Head of Procurement and the Procurement Operations Manager in the training and development of Procurement Officers and undertake any other related duties and responsibilities as they arise and commensurate with the level of this role.
16. Facilitate the implementation and operation of software introduced to enhance compliance to the Procurement Act 2023.



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 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.

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: Don Sturgeon

Designation: Head of Procurement **Date:** September 2026



PERSON SPECIFICATION

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<u>QUALIFICATIONS/TRAINING</u>		
Chartered Institute of Procurement & Supply (CIPS) Professional qualification, or CIPS Foundation stage qualification and relevant experience in a senior procurement role.	E	AF
Government Training College courses of Transforming Public Procurement (with certification).	E	AF/I
Procurement Act 2023 Deep Dive training (with certification).	E	AF/I
CIPS Ethical Procurement Accreditation (within 6 months of being in post).	E	I
<u>EXPERIENCE</u>		
Proven ability to lead projects managing complex procurement activities from initial planning to contract award.	E	AF/I/T/P
Experience of developing and leading sourcing strategies including change management requirements.	E	AF/I/T/P
Ability to interface at all levels in the organisation and with partners/suppliers. Including the ability to challenge in order to improve systems and procedures.	E	AF/I
<u>SKILLS/KNOWLEDGE/APTITUDES</u>		
Extensive knowledge of procurement law and regulations as they affect local authorities and the practical implications of the current and future legislative frameworks.	E	AF/I/T/P
Significant communication, influencing and negotiating skills.	E	I/T
Ability to work collaboratively within the Council and with external partners and to gain confidence in a wide range of people and to maintain effective working relationships and ensure compliance across the Council.	E	I/T
Ability to plan/prioritise and sequence multiple and conflicting priorities impacting time and resource, and work under pressure to deliver to deadlines whilst managing stakeholder's expectations.	E	I/T
Awareness of the Council's commitment to Social Value, ethical procurement and reducing the impact of Climate Change to assist the Council in achieving these through procurement processes.	E	AF/I
Ability to translate national legislation and guidance into local policy and practice.	E	I
Understanding of the Council's early payment rebate	D	AF/I



scheme, incorporating it into procurement exercises, ensuring the rebates are registered to the Council.		
<u>SPECIAL REQUIREMENTS</u>		
Must travel independently over a wide geographical area.	E	AF/I
Attendance at meetings outside normal hours.	D	I

Assessment Methods

AF: Application Form

I: Interview

C: Certificates

P: Presentation

Prepared by: Don Sturgeon

Date: 9 September 2026

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 (this role assumes an average of two days a week in the office)
-  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

