

SENIOR HOUSING PRACTITIONER

Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Hello,

Thank you for your interest in the Senior Housing Practitioner role within Economic Growth & Housing at Sefton Council.

This is an exciting time to join us as we continue to strengthen our services and deliver high-quality outcomes for our residents, communities, and partners.

The role is an important part of our team, contributing to improving housing standards in the private rented sector, ensuring compliance and enhancing neighbourhoods across the borough. We're looking for someone who shares our commitment to public service, collaboration, and continuous improvement.

We look forward to receiving your application.

Clare Taylor
Housing Standards Team Manager



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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.

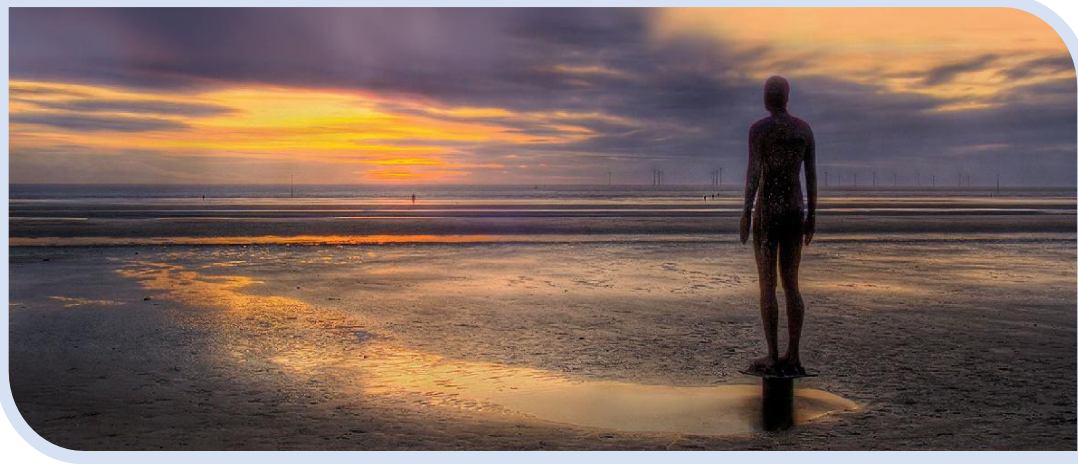
The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

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

In this senior role, you'll support the Housing Standards Team Manager to deliver high-quality housing enforcement and licensing services. You'll provide expert technical advice, guide colleagues on complex cases, and take a lead role in enforcement activity, including legal proceedings where required.

You'll work closely with residents, landlords, partner agencies and internal teams, often supporting vulnerable people using your professionalism, judgement and empathy to achieve positive outcomes.

You will provide day-to-day leadership to a team of Housing Practitioners & Compliance Officers, alongside managing your own complex casework.



What You'll Bring

- Strong experience in housing standards, enforcement and regulation
- In-depth knowledge of housing legislation and licensing
- Confidence handling complex cases and legal processes
- A supportive, collaborative approach to mentoring colleagues
- Resilience, compassion and excellent communication skills

Why Join Us?

- Help improve housing conditions and protect vulnerable residents
- Be part of a values-led council focused on fairness, dignity and respect
- Ongoing learning & development
- A supportive team culture with flexible working where possible
- Be trusted to lead, influence and make decisions

Sefton Council is proud to be an inclusive employer. We welcome applications from all backgrounds and are committed to making reasonable adjustments to support disabled applicants and employees.

Apply now and help make Sefton a safer, better place to rent.

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 **Sunday 1st Nov 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **week commencing 16th November 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

SENIOR HOUSING PRACTITIONER

<u>Service:</u>	Economic Growth & Housing
<u>Location:</u>	Magdalen House, Bootle /Agile
<u>Section:</u>	Housing and Investment Services
<u>Team:</u>	Housing Standards
<u>Post:</u>	Senior Housing Practitioner
<u>Grade:</u>	J (SCP 36 – 39)
<u>Responsible to:</u>	Housing Standards Team Manager
<u>Responsible for:</u>	There are no direct reports

Job Purpose

The Post-holder will support the Team Manager to lead and manage the functions performed by the Housing Standards Team, to deliver the service outcomes for the team. Specific responsibilities include:

Management of the team as set out in the organisation chart to deliver this function which includes housing standard enforcement and delivery of the Housing Licensing Schemes.

To deliver the following outcomes

1. To provide specialist technical advice/knowledge in relation to the functions of the team.
2. To enforce relevant legislation, provide advice to businesses, tenants, occupiers, owners and other customers, relevant to the responsibilities of the team, under the general direction of the Team Manager.

Main Duties and Responsibilities:

The post holder will contribute to the delivery of a service plan, for their team and Service, which will be managed through a performance framework.

The post holder will be required to:

1. Undertake inspections/investigations related to the work of the Team
2. Provide technical expertise and specialist advice on those matters within the purview of the Team.
3. To assist the Housing Standards Team Manager in the production, delivery and review of a service plan for achieving the aims and objectives of the Service.
4. To support and utilise information systems for monitoring and reporting team performance.
5. Manage, motivate and develop staff so that they are capable of meeting the required levels of competence. Provide support in the recruitment of staff, the resolution of grievances and disciplinary issues as required. Undertake training and develop assessments in accordance with best practice.
6. Ensure all systems, procedures and protocols are undertaken within the principles of the Department's management systems, the Council's Standing Orders and corporate policies and procedures eg Equalities and Disability Discrimination.
7. Develop, manage and deliver special projects related to the work of the Team.
8. Prepare reports/costings/schedules, undertake correspondence, conduct interviews, give advice, attend meetings (including Council and other meetings as required) together with enquiries and legal proceedings associated with the work of the Team.
9. Where delegated as Senior Housing Practitioner, authorise formal legal proceedings. Prepare and serve statutory notices and supervise the issue of statutory notices by other officers within the Team. Prepare evidence/bundles for Legal Hearings, attend Court and Tribunal hearings as required and present or defend cases.
10. Perform assigned roles in an emergency situation in accordance with the Council's Emergency Plans.

11. Co-ordinate the activities of the Team with other Teams/Services and ensure appropriate liaison/joint working with other Authorities and Agencies.
12. Provide cover for the Housing Standards Team Manager.
13. Participate in effective employee relations and undertake appropriate Departmental training Courses to improve effectiveness in tasks set.
14. Deal with vulnerable residents and provide them with advice, help and support in relation to the duties of the post.
15. The post holder will sometimes be required to deal with stressful circumstances or clients who don't want to engage and will need to show tact, diplomacy, tenacity and emotional resilience to resolve such cases.
16. The post holder will be responsible for making a decision on more complex cases but has the ability to discuss very complex cases with the Housing Standards Team Manager.
17. The post holder will be required to provide guidance and support to Housing Practitioners/Housing Compliance officers when requiring assistance.
18. Carry out other duties of a similar nature commensurate with the grading of the post.

(1) Special Conditions

Attendance at evening meetings of the Council's Committees and Resident or Interest Group meetings may be a feature of this post.

Dealing with very vulnerable clients, some with complex needs will be a feature of this post.

A casual car user's allowance is available. The post holder must hold a current driving licence.

(2) General

The post holder 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 holder will be expected to comply, observe and promote the equal opportunities of the Council.



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 are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

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

Note: Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

PERSON SPECIFICATION

POST : Housing Standards Team – Senior Housing Practitioner

Service : Regeneration & Housing

Team : Housing Standards

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL (E) OR DESIRABLE (D)	HOW ASSESSED
Qualification/ Training <i>Degree/Diploma in Environmental Health or equivalent formal qualification in relevant technical discipline, or significant experience to equate to the same level of knowledge.</i> <i>Membership of CIEH, or other relevant professional body</i>	 E D	 AF/ C AF/ C
Experience <i>Experience in Local Government or relevant private sector organisation</i> <i>Previous experience in a supervisory/managerial role of staff, including management of projects</i> <i>Experience of building construction and the inspection of premises in relation to relevant legislation</i>	 E D E	 AF/I AF/I AF/I

Knowledge / Skills / Aptitudes		
Knowledge		
<i>Awareness of Government Policy and legislation relating to Environmental Health generally and housing specifically</i>	<i>E</i>	<i>AF/I</i>
<i>Knowledge and understanding of legislative and enforcement processes.</i>	<i>E</i>	<i>AF/I</i>
<i>Knowledge of building construction and the inspection of premises in relation to relevant legislation</i>	<i>E</i>	<i>AF/I</i>
<i>The job requires advanced theoretical, practical and procedural knowledge across a specialist area or an equivalent level of organisational, procedural and policy knowledge.</i>	<i>E</i>	<i>AF/I</i>
Skills		
<i>Ability to work as part of a team and with the minimum of supervision and to use own initiative</i>	<i>D</i>	<i>AF/I</i>
<i>Good interpersonal and communication skills enabling effective communication with a diverse range of individuals</i>	<i>E</i>	<i>AF/I</i>
<i>Ability to manage, motivate and develop other members of the team.</i>	<i>E</i>	<i>AF/I</i>
<i>Good organisational skills including ability to maintain accurate records</i>	<i>E</i>	<i>AF/I</i>
<i>Computer Literacy including knowledge of the "flare" or similar databases.</i>	<i>E</i>	<i>AF/I</i>



<i>Ability to develop and deliver projects and partnerships.</i>	D	AF/I
<i>Ability to demonstrate: vision and clarity of thought; negotiating/influencing skills; innovation; prioritisation skills.</i>	E	AF/I
<i>Analytical and judgemental skills to analyse and interpret complex information or situations and to solve difficult problems or develop solutions or plans over the medium term.</i>	E	AF/I
<i>Aptitudes</i>		
<i>The post involves either:</i> <i>a) exercising highly developed interpersonal caring or training skills, in order to meet the very demanding needs of clients: or:</i> <i>b) exercising highly developed advisory, negotiating or persuasive skills, in order to convince others to adopt courses of action they might not otherwise wish to take: or</i> <i>c) exchanging orally and in writing complex and contentious information with a range of audiences, including non-specialists.</i>	E	AF/I
<i>The post involves progressing a series of activities within recognised guidelines. The work involves making frequent decisions and exercising initiative without ready access to more senior officers. The postholder consults a supervisor/ manager for advice on policy or resource issues.</i>		
<i>Ability to take action which has a high direct impact on the well-being of individual, or groups of people through enforcing regulations which have a high direct impact on the health, safety or well-being of people.</i>	E	AF/I



Special Requirements <i>Full driving licence with access to own car for business purposes</i> <i>Willingness to work outside normal office hours as and when required</i> <i>The job involves contacts with, or work for, people which through their circumstances or behaviour occasionally place emotional demands on the jobholder</i> <i>The job involves some exposure to disagreeable, unpleasant or hazardous environmental working conditions or people related behaviour</i>	<i>D</i> <i>E</i> <i>E</i> <i>E</i>	<i>AF/C</i> <i>AF/I</i> <i>AF/I</i> <i>AF/I</i>

KEY:

AF	Application Form
I	Interview
C	Certificate
T	Test
P	Presentation

