Multi – Skilled Technician Applicant Recruitment Pack

Sefton is a really great place to live and work



Sefton Council

Welcome

Hi,

Sefton Council is seeking a motivated and practical Multi-Skilled Technician to join our Property Services team, delivering high-quality repairs and maintenance across our estate.

In this hands-on role, you will carry out a range of minor works including reactive and planned maintenance such as joinery, plumbing, minor repairs, and general building tasks. You will play a key part in ensuring our properties remain safe, functional, and well-maintained for the communities we serve.

As part of a dedicated and customer-focused team, you will work collaboratively with colleagues and contractors to respond efficiently to maintenance needs, ensuring minimal disruption and consistently high standards of workmanship. A strong awareness of health and safety, along with a commitment to delivering reliable and timely services, will be essential.

At Sefton Council, we are committed to maintaining and improving our property portfolio while supporting our local communities. This is an excellent opportunity to contribute to meaningful public service work in a supportive and professional environment.

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 cannot wait to hear from you.

Best of luck!

Joanne Moon
Head of Facilities Management & Building Services

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 Northwest 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

The postholder will be responsible for delivering a comprehensive range of reactive and planned maintenance activities across Council buildings, ensuring they remain safe, compliant, and fit for purpose. Acting as a first line response to maintenance issues, the role requires the ability to promptly assess situations, carry out repairs, or make areas safe as necessary.

The role involves undertaking a variety of minor works, including plumbing, joinery, painting, and general building repairs, alongside completing routine building inspections and audits to support statutory compliance and identify maintenance needs. The postholder will be expected to accurately diagnose faults, determine appropriate repair solutions, and assess the materials and resources required to complete tasks efficiently.

The postholder will also be responsible for maintaining accurate records of work undertaken and ensuring all tasks are completed to agreed standards, within set timescales, and in line with health and safety legislation and Council policies.

Working collaboratively with internal service areas, colleagues, contractors, and suppliers, the postholder will contribute to the effective delivery of a customer-focused maintenance service. They will actively promote efficiency, value for money, and continuous improvement, while maintaining a strong commitment to excellent service delivery and positive working relationships.

The postholder will also be expected to undertake additional duties as reasonably required to support service delivery and contribute to the Council's wider objectives.

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.

Use of AI in Applications

- Sefton Council values authentic applications that reflect your own experiences, skills and motivations and that sound like you.
- AI tools can be used to support your application, such as helping you structure your answers or as a reasonable adjustment. However, your application should remain your own work and accurately represent your own experience and abilities.
- To ensure a fair and consistent recruitment process for all candidates, applications that appear to rely excessively on AI-generated content may not be shortlisted

Application and Selection Information

The closing date for this vacancy is **Friday 27th November 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **Thursday 3rd December 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:	**Multi-Skilled Technician**
Directorate:	Regeneration, Economy & Assets
Location:	Magdalen House, Bootle, L20 3NJ
Division:	Property Services
Post:	Multi – Skilled Technician
Grade:	**G £33,673 to £37,563**
Reporting to:	Facilities Manager Civic Buildings Team

Purpose of the Role

The purpose of this role is to deliver effective and timely repairs and maintenance across Sefton Council's property portfolio, ensuring buildings are safe, compliant, and fit for use. The postholder will support the ongoing upkeep and operational efficiency of Council assets through high-quality workmanship and a proactive, customer-focused approach. Additionally, the role contributes to the future development of apprentices, promotes safe working practices, and supports the Council's wider objectives in providing reliable and value-for-money services to local communities.

MAIN DUTIES

1. Act as a first line of response when issues arise, ensuring areas are made safe, repaired, or appropriately cordoned off.
2. Undertake a range of reactive repair and remedial tasks, including (but not limited to) plumbing, joinery, and general "making good" works.

3. Carry out planned maintenance and building audits in line with departmental requirements.
4. Assess and determine the nature of works required, including identifying and estimating material requirements and associated costs.
5. Work in a safe and compliant manner at all times, adhering to HSE guidelines and Council policies.
6. Maintain accurate and up-to-date records in accordance with service procedures.
7. Manage and support the development of Multi Technician apprentices, ensuring their continuous development and using knowledge and experience to enhance their skills.
8. Deliver a wide range of tasks to the required standard and within agreed timescales.
9. Collaborate with colleagues, customers, suppliers and contractors, developing and maintaining effective working relationships.
10. Communicate effectively with stakeholders, including responding to verbal and written enquiries from Elected Members, service users, senior officers, and external organisations. Act as a first point of contact, prioritising and escalating urgent or sensitive matters where appropriate.
11. Plan and prioritise workload effectively, working to deadlines while managing multiple initiatives.
12. Demonstrate a commitment to excellence, continuous improvement, and efficient service delivery.
13. Show personal resilience, proactively supporting service efficiency, and contributing to problem solving and service development.
14. Support the development of self and others, valuing feedback, offering constructive challenge, and promoting continuous improvement.
15. Ensure compliance with the Council's financial regulations.
16. Undertake any other duties commensurate with the role as reasonably required.

SPECIAL CONDITIONS

- Occasional work outside normal hours may be required.
- A flexitime scheme is currently in operation.
- Hybrid Working
- Tools to be provided by employer.

GENERAL REQUIREMENTS

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 & 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.

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.

The appointed person 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 appointed person will be expected to undertake, and participate in training, coaching and development activities, as appropriate to the role.

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.

PERSON SPECIFICATION

Post: Multi Skilled Technician

Department: Regeneration, Economy & Assets

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
Qualifications		
Training in a relevant trade(s) (i.e. Joinery, plumbing) City & Guilds Diploma or NVQ Level 2/3 Plumbing and or Carpentry & Joinery	E	AF/C
Asbestos Awareness Training	D	AF/C
Working at Height Training	D	AF/C
Manual Handling Training	D	AF/C
Experience		
Demonstrable experience in the carrying out of small repair and / or adaptation works in live environments.	E	AF/I
Experience of dealing with the general public and responding to customer requirements.	E	AF/I
Experience of working with wide variety of people.	D	AF/I
Demonstrable experience in a multi-skilled technician role, carrying out a variety of maintenance, repair and remedial tasks across disciplines such as plumbing, joinery and general building works.	E	AF/I
Skills & Knowledge		
Demonstrates strong problem-solving skills, with the ability to assess situations effectively and respond to customer needs in a timely and appropriate manner.	E	AF/I
Ability to organise and prioritise workload efficiently, adopting a structured approach to maximise productivity while working to strict deadlines.	E	AF/I
Sound knowledge of health and safety legislation and best practices, including risk assessments.	E	AF/I

Sound knowledge of health and safety legislation and best practices, including risk assessments.	E	AF/I
Knowledge of asbestos materials, including their identification and safe management. Ability to review risk registers, interpret required actions, and take appropriate measures to control known and unknown risks.	E	AF/I
Behaviours and Attributes		
To possess good listening and verbal communication skills in order to effectively communicate with the service users.	E	AF/I
To be able to work effectively as part of a small team but also able to use initiative to work, with limited supervision, accepting responsibility for own work.	E	AF/I
Organised, methodical and conscientious.	E	AF/I
Reliable, determined, efficient and flexible.	E	AF
To possess good written communication skills and be able to maintain accurate and organised records.	E	AF/I
Respects confidentiality.	E	AF/I

Assessment Methods
AF: Application Form
I: Interview
C: Certificates

Prepared by: Joanne Moon

Date: 16th October 2026

Sefton Council