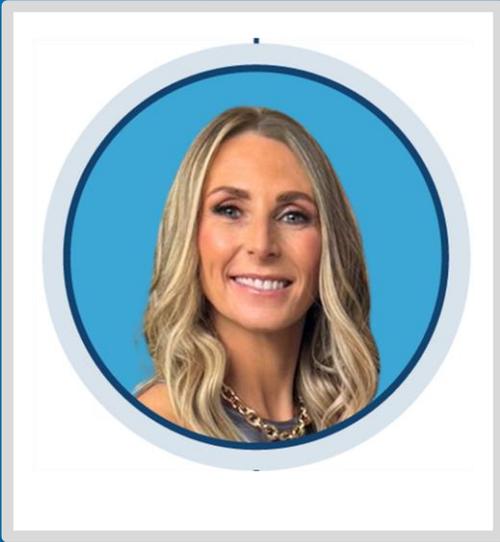


Transformation Project Manager Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome



Hello

I'm Lauren Rastall, Corporate Transformation Delivery Service Manager.

I'm delighted that you're interested in joining our team because this is a genuinely exciting moment to be part of transformation at Sefton.

In the Corporate Transformation Delivery Team, we play an active role in shaping how the Council evolves and delivers for our communities. Our work reaches every corner of the organisation, tackling complex challenges and supporting services to create better solutions and outcomes for our residents.

If you want a role where your ideas matter, your voice is heard, and your work has real impact, you'll feel at home here.

This role offers the chance to work at the heart of major transformation programmes, collaborating with passionate colleagues from across the Council. You'll help turn ambition into action, supporting services to design solutions, drive delivery, embed improvement, and make a positive difference to the way we work.

The role is varied, offering opportunities to engage with different services, explore new challenges, and contribute to a wide range of corporate priorities. You'll bring curiosity, creativity and drive and in return, you'll join a supportive, ambitious team that values collaboration, learning, and doing the right thing.

If you're motivated by making meaningful change happen, excited by variety, and keen to help shape a modern, forward-thinking Council, then we would love to hear from you.



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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.

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

For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#).





Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression, strong employee voice, and a commitment to staff wellbeing. By aligning with the

Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

About the Role

As a Project Manager in the Corporate Transformation Delivery Team, you'll play a vital role in helping turn our ambitions into reality. We have an ambitious Transformation Plan that acts as the delivery vehicle of our Corporate Plan and you'll be right at the heart of making that happen.

This role gives you the opportunity to work on some of the Council's most important change programmes, supporting services to solve problems, improve how they work, and deliver better outcomes for our residents. You'll work closely with colleagues across every part of the organisation, helping shape projects from early discovery through to design, delivery and implementation.

If you enjoy variety, collaboration, and taking ideas and turning them into practical, meaningful change, you'll thrive here. You'll join a supportive team with a strong purpose, a clear direction, and a culture centred on working together to make a difference.

Here's a flavour of the kinds of projects you might lead or support:

Service Transformation

- Redesigning customer pathways to make services simpler, quicker and easier to access.
- Working with front-line teams to remove duplication and streamline processes, enabling staff to focus on what matters most.

Corporate Priorities & Efficiency

- Supporting savings and efficiency projects that help the Council manage increasing financial pressures while protecting essential services.



- Leading detailed discovery work to understand where improvements can be made and how services can work differently.

Digital & Data Improvement

- Working with ICT and data colleagues to map existing processes and explore where digital tools can create better, more consistent experiences for residents and staff.

Workforce & Organisational Change

- Helping services implement new operating models, working practices or structures.
- Supporting teams through change so that improvements land well, stick, and deliver the intended benefits.

Place-based & Partnership Projects

- Collaborating with partners across the borough and wider region to deliver joined-up approaches, share learning, and tackle shared challenges.

These examples reflect the kind of meaningful and varied work our Project Managers get involved in always focused on improving outcomes, strengthening services and supporting the Council's long-term future.

Please see **Appendix A and B** for a full copy of the Job Description and Person Specification.

What We Can Offer You

In return, we offer:

- A supportive and collaborative working environment.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:



- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.

Learning, Development and Career Progression

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

Health, Wellbeing and Support

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

Family-Friendly and Inclusive Policies

- Family friendly policies, including enhanced maternity, paternity, adoption, and special leave to support employees when they require time off work to deal with issues in their life outside of work.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation. We actively support employees who are foster carers or who are applying to foster by offering flexible



working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities. This commitment helps ensure that carers can balance their fostering responsibilities alongside their career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

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

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 29th March 2026 (6pm)**
Interview dates are **Wednesday 8th and Thursday 9th April 2026**.

This vacancy may close sooner than the stated deadline if we receive sufficient applications.

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



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

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



Appendix A – Transformation Project Manager

Full Job Description

<u>Department:</u>	Corporate Services (Strategic Support)
<u>Location:</u>	Magdalen House/Agile
<u>Post:</u>	Project Manager (Fixed Term/Secondment - 12 Months – Covering Maternity)
<u>Grade:</u>	Grade J (£47,181 - £50,269)

Accountable to: Transformation Delivery Service Manager

JOB PURPOSE

To support the Transformation Delivery Service Manager in leading and delivering key change and transformation projects across the Council, managing strategic projects from initial concept through to design and implementation.

MAIN DUTIES

Business Process Review & Re-engineering

- Lead on business process reviews across a wide range of council services, identifying inefficiencies, duplication, and opportunities for improvement, innovation and change, engaging with service teams to co-design new processes that enhance productivity, user experience, and outcomes.
- To lead on the development of business cases, working with services to identify opportunities for improvement.
- Support the implementation of redesigned processes, and continuous improvement.

Project Management

- Conduct research, benchmarking and analysis to inform project design and support the development of strategic recommendations.
- Define the scope, work plan and resourcing for specific projects in collaboration with the Senior Responsible Owner (SRO).



- Manage projects or specific phases of a project lifecycle, such as discovery, design, or implementation, depending on the needs of each initiative, ensuring alignment with the Council's objectives and priorities.
- Apply recognised project management methodologies to ensure projects or phases of a project are delivered on time, within budget, and to agreed quality standards.
- Monitor progress, identify risks, and implement mitigation strategies to keep projects on track.

Stakeholder Engagement & Collaboration

- Build strong working relationships with internal and external stakeholders to ensure effective collaboration and shared ownership of project outcomes.
- Prepare detailed project plans and delivery schedules in conjunction with Senior Responsible Owners (SRO's) and Subject Matter Experts (SME's) to ensure work plan activities are documented, achieved on target and revise work schedules, as necessary.
- Ensure the development and delivery of clear, timely communication throughout the project, ensuring objectives, progress, and outcomes are effectively shared with key stakeholders (Internal/External)
- Facilitate workshops, briefings, and engagement sessions to capture insight and encourage participation in transformation activities.
- Develop and maintain external networks with peers across the city region and beyond to facilitate project delivery, share learning and promote collaboration.

Performance Monitoring & Reporting

- Prepare reports, presentations, briefing papers, communication documents etc. as required for various Boards, meetings and with partners and external audiences as required.
- Represent the Service on external forums as required and report back to the Transformation Delivery Service Manager.
- Develop and maintain benefits tracking and quality assurance frameworks to measure the impact and success of transformation initiatives.
- Track project milestones, budgets, and outcomes, providing regular reports to the Executive Leadership team/Programme Board and other senior leaders.
- Ensure all project documentation is maintained and completed to a high standard.

Budget and Resource Management

- Monitor project budgets, ensuring efficient use of resources.
- Identify capacity gaps and escalate resource issues where appropriate.



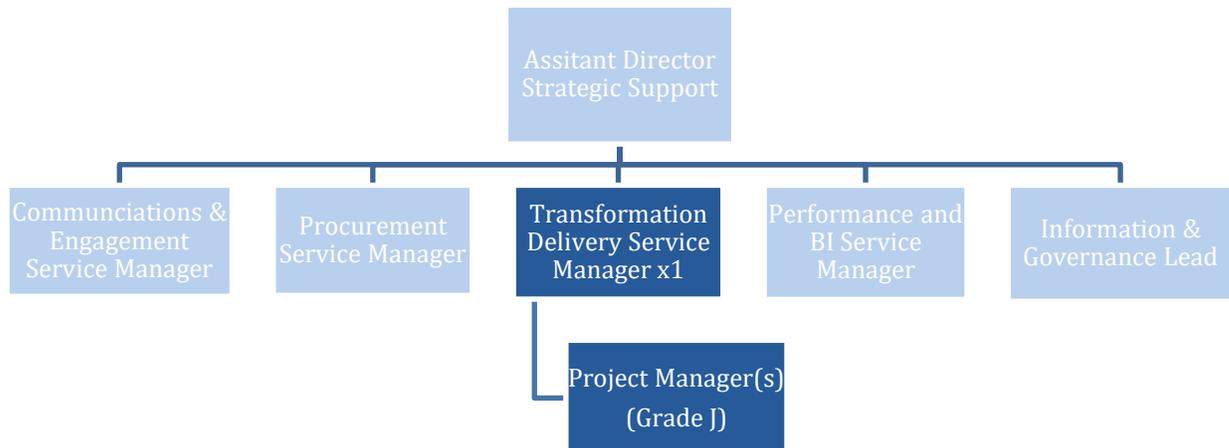
Change Management

- Lead and support change initiatives, ensuring a smooth transition in service improvement projects.
- Identify opportunities for innovation and improvement, helping to shape future services.
- Champion positive change, supporting services and teams to adapt to new ways of working.
- Provide coaching to colleagues across the Council in developing their change and project management skills, including the effective use of frameworks, tools, and best practices.

Governance & Compliance

- Ensure all project activity complies with relevant policies, procedures, and legislative requirements.
- Uphold the Council’s values and contribute to a culture of inclusivity, collaboration, and accountability.

ORGANISATION CHART



Note: The staffing levels may vary from time to time depending on the size of the programme of work.

GENERAL:

The post holder will be expected to comply with, observe and promote the Equal Opportunities policy of the Council.

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 also expected to monitor the effectiveness of the health and safety arrangements and systems and to promote appropriate improvements where necessary.

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.

Note: Where the postholder 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.



Appendix B – Transformation Project Manager Person Specification

Personal Attributes Required	Essential (E) Or Desirable (D)	Method of Assessment
<p><u>QUALIFICATIONS</u></p> <p>Relevant academic and or professional qualification in Project management, or relevant suitable experience in project management.</p> <p>Academic Qualifications at degree level</p>	<p>D</p> <p>D</p>	<p>AF/I</p> <p>AF/I</p>
<p>EXPERIENCE</p> <p>Proven experience of undertaking complex, multi-disciplinary project management, within the public sector.</p> <p>Evidence of co-ordinating the delivery of major change projects</p> <p>Experience of working collaboratively within an organisation, with partners and external bodies and of building strong working relationships</p> <p>Experience of writing briefing papers and reports for different audiences</p> <p>Proven experience in people management</p> <p>Strong track record in delivering projects on time, within scope and budget</p> <p>Experience in stakeholder management, including engaging with senior leaders and external partners</p>	<p>All Essential</p>	<p>AF/I (All)</p>



SKILLS/KNOWLEDGE/APTITUDES

Excellent communication skills, both written and verbal, with the ability to convey complex information to diverse audiences

Comprehensive knowledge of both theoretical and practical aspects of project management and the methodologies and the techniques involved in managing large and complex projects

Evidence of innovative thinking and approaches to strategic challenges

Ability to present research and undertake thorough analysis including business analysis (Process Mapping)

Strong organisational and planning skills, with the ability to prioritise conflicting priorities, time, resource and work under pressure to deliver to deadlines

Ability to work collaboratively, build and maintain relationships within the Council and with partners in order to influence and successfully implement change

Excellent interpersonal skills in order to build support for change and collaborative working

Ability to identify ways of assessing and monitoring the impact of major change programmes

Ability to manage complex project plans and meet defined timescales

Level of financial acumen and experience in managing project budgets

Strong problem-solving skills and the ability to identify and mitigate project risks effectively

Understanding of the challenges and opportunities within the public sector, including the impacts of policy changes and funding pressures.



Assessment Methods Key:

AF – Application Form	C – Certificates
I – Interview	T - Test

Prepared by: Lauren Rastall
Designation: Corporate Transformation Delivery Service Manager
Date: March 2026.

