



Facilities Manager Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Welcome

Thank you for your interest in the position of Facilities Manager within Sefton Council's Property Services team. This is an exciting opportunity to lead the delivery of facilities management services across a diverse portfolio of civic buildings, ensuring our assets remain safe, compliant, efficient and fit for purpose for staff, visitors and the wider community.

Reporting to the Head of Facilities Management & Building Services, you will provide leadership across the Council's civic buildings, managing facilities staff, contractors and service providers whilst ensuring the highest standards of service delivery, statutory compliance, health and safety, security and maintenance.

The role offers a varied and rewarding opportunity to influence the day-to-day operation of key Council assets, oversee maintenance and improvement programmes, manage budgets and resources, and contribute to the effective management of the Council's corporate estate. Working closely with service departments, elected members, contractors and building users, you will help ensure that our buildings remain welcoming, accessible and fit for purpose for all who use them.

We are seeking an experienced and proactive facilities professional with strong leadership, organisational and customer service skills who is committed to continuous improvement and delivering high-quality services. In return, you will have the opportunity to make a significant contribution to the future development of facilities management across Sefton Council and support the delivery of essential services to our communities.

We look forward to receiving your application and wish you every success.

Good Luck!

Joanne Moon

Head of Facilities Management & Building Services



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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

The Facilities Manager is responsible for leading the delivery of safe, effective and compliant facilities management services across Sefton Council's portfolio of civic buildings. The postholder will ensure that buildings remain operational, accessible, secure and maintained to a high standard in support of Council services and community use.

Reporting to the Head of Facilities Management & Building Services, the Facilities Manager will manage facilities staff, contractors and service providers, monitor statutory compliance, oversee maintenance programmes and support the effective utilisation of Council assets.



The successful candidate will provide leadership across multiple sites, managing operational performance, budgets, compliance requirements and customer relationships whilst identifying opportunities for continuous improvement and value for money.

The key responsibilities include:

- Lead the operational management of civic buildings, offices, town halls, one stop shops and public-use facilities.
- Manage facilities staff, including Facilities Officers and Civic Building Attendants.
- Ensure buildings are safe, secure, accessible and fit for purpose.
- Manage planned preventative maintenance and reactive maintenance services.
- Monitor contractor performance, service standards and contract compliance.
- Ensure statutory compliance relating to fire safety, asbestos, legionella, electrical safety, gas safety and health and safety.
- Manage facilities budgets and identify cost efficiencies.
- Support capital projects, refurbishments and accommodation changes.
- Lead office moves and workspace management initiatives.
- Develop positive relationships with service users, elected members, contractors and partners.
- Promote environmental sustainability and energy efficiency initiatives.
- Manage complaints, service requests and customer feedback effectively
- The ability to prioritise tasks effectively and efficiently
- Exceptional attention to detail
- Handling sensitive information with the highest level of confidentiality and discretion
- Proficient in the use of the Microsoft Office package including Outlook, Teams, Word, PowerPoint, Excel etc.
- 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 **Friday 14th August 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **Thursday 20th August 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:

Directorate: Regeneration, Economy & Assets

Location: Hybrid / Magdalen House, Bootle, L20 3NJ

Division: Civic Buildings & Facilities Management

Post: **Facilities Manager**

Grade: J £47,181 - £50,269 (pay award pending)

Reporting to: Head of Facilities Management & Building Services

Responsible for Civic Attendants, Facilities Officer & Multi Skilled Technician

Purpose of the Role

To lead and manage the delivery of safe, compliant, efficient and customer-focused facilities management services across Sefton Council's civic buildings and corporate estate. The postholder will be responsible for ensuring that assets are maintained to a high standard, statutory and regulatory obligations are met, and buildings remain secure, accessible and fit for purpose for staff, elected members, partners, residents and visitors.

The Facilities Manager will provide leadership to facilities management and Civic Attendant staff, and contractors, oversee operational and planned maintenance activities, manage facilities-related budgets and performance, and contribute to the strategic development, sustainability and continuous improvement of the Council's property portfolio. The role will ensure the effective utilisation of resources, delivery of value for money and the provision of high-quality facilities management services that support corporate priorities and service delivery across the Council.

MAIN DUTIES

1. Lead and manage the day-to-day operation of the Council's civic buildings, including offices, town halls, one-stop shops and other public-facing facilities.
2. Ensure all buildings are safe, secure, compliant, accessible, clean and maintained to a high standard.



3. Manage, supervise and develop Facilities Officers, Senior Attendants, Civic Building Attendants and other facilities staff, ensuring effective performance and service delivery.
4. Coordinate operational activities including building opening and closing arrangements, room bookings, meeting support, inspections, security arrangements and customer services.
5. Develop, implement and monitor planned preventative maintenance programmes and ensure the effective management of reactive maintenance activities.
6. Manage and monitor facilities management contracts and service providers, ensuring compliance with contractual requirements, service standards and key performance indicators.
7. Ensure compliance with all relevant statutory, regulatory and corporate requirements relating to health and safety, fire safety, asbestos, legionella, gas safety, electrical safety and building compliance.
8. Maintain accurate records relating to compliance, inspections, maintenance activities, risk assessments, audits and certification requirements.
9. Undertake regular building inspections, condition assessments, risk assessments and compliance audits, ensuring corrective actions are implemented promptly.
10. Act as the responsible person for designated buildings and ensure appropriate emergency procedures, business continuity arrangements and incident responses are maintained.
11. Manage facilities management budgets, monitor expenditure and identify opportunities to improve efficiency and deliver value for money.
12. Contribute to asset management planning, lifecycle replacement programmes, accommodation reviews and property improvement initiatives.
13. Lead and coordinate office moves, accommodation changes, workspace planning and business relocation projects across the Council's estate.
14. Support the delivery of refurbishment, minor works and capital improvement projects, ensuring minimal disruption to service delivery.
15. Develop and maintain effective working relationships with internal departments, elected members, contractors, partners, tenants and service users.
16. Provide professional advice and guidance on facilities management, building operations, statutory compliance and workplace requirements.
17. Manage customer enquiries, service requests, complaints and feedback, ensuring issues are resolved effectively and service standards are maintained.
18. Promote sustainability, energy efficiency and environmental best practice across the Council's property portfolio.



19. Manage the administration and control of building access systems, staff identification badges, security arrangements and access permits.
20. Manage and respond to Freedom of Information requests and other information requests relating to the facilities management service.
21. Prepare reports, performance information, budget monitoring data and management information to support decision-making and service improvement
22. Participate in out-of-hours meetings, emergencies and operational incidents as required by the needs of the service.
23. Undertake any other duties commensurate with the grade, responsibilities and requirements of the post.

SPECIAL CONDITIONS

- Occasional work outside normal hours may be required.
- A flexitime scheme is currently in operation.

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: Facilities Manager

Department: Regeneration, Economy & Assets

Personal Attributes Required (Considerations)	Essential (E) / Desirable (D)	Method of Assessment
QUALIFICATIONS / TRAINING		
IWFM (Institute of Workplace and Facilities Management) qualification or equivalent	D	AF / Certificate
Security Industry Authority (SIA) Licence	D	AF / Certificate
IOSH or NEBOSH Health & Safety Qualification	D	AF / Certificate
Relevant Building Services, Facilities Management or Management Qualification	D	AF / Certificate
Working at Height Training	D	AF / Certificate
Asbestos Awareness Training	D	AF / Certificate
EXPERIENCE		
Proven experience in facilities management within public sector and/or multi-site environments	E	AF / I
Experience managing facilities staff, caretakers, attendants and contractors across multiple sites	E	AF / I
Strong knowledge of statutory compliance and health and safety requirements	E	AF / I
Experience managing contractors and service delivery contracts	E	AF / I

Experience of budget management and financial monitoring	E	AF / I
Ability to manage multiple priorities and respond effectively to emergencies	E	AF / I
Experience undertaking site inspections, risk assessments and compliance audits	E	AF / I
Experience of day-to-day operational management and incident response	E	AF / I
Experience of CAFM systems or similar asset/compliance management systems	D	AF / I
Experience working within a Local Authority or Public Sector environment	E	AF / I
Experience managing multiple buildings and facilities simultaneously	E	AF / I
SKILLS / KNOWLEDGE / APTITUDES		
Understanding of hard and soft facilities management services including maintenance, cleaning, security and waste management	E	AF / I
Excellent communication skills with staff, contractors, stakeholders and members of the public	E	AF / I
Strong organisational, planning and critical thinking skills	E	AF / I
Good knowledge of Microsoft Office applications	D	AF / I
Strong people management and team leadership skills across multiple locations	E	AF / I
Effective problem-solving and decision-making skills	E	AF / I



High level of attention to detail, particularly regarding compliance and safety requirements	E	AF / I
Ability to analyse complex information and recommend practical solutions	E	AF / I
Demonstrates a willingness and aptitude to develop new skills and knowledge	E	AF / I
SPECIAL REQUIREMENTS		
Ability to work outside normal office hours when required to support meetings, emergencies or operational requirements	E	I

Assessment Methods**AF:** Application Form**I:** Interview**C:** Certificates**Prepared by:** Joanne Moon**Date:** 3rd August 2026

