

Business Support Assistant Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Hello,

Thank you for your interest in the Business Support Assistant role within Adult Social Care at Sefton Council.

This is an exciting opportunity to join our team on a fixed-term basis until February 2027. The role plays an important part in supporting the delivery of a high-quality, responsive and efficient business support service across Adult Social Care.

I'm looking for someone who shares our commitment to public service, values working collaboratively and is proactive and adaptable.

If, after reading this pack, you feel this is the right opportunity for you and that Sefton's Vision and Values reflect your own, I'd genuinely love to hear from you.

Best of luck!

Laura Riding
Assistant Admin 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

An exciting opportunity has arisen to join the Adult Social Care team in Sefton. A busy and vibrant department providing statutory services across the borough, we are looking to recruit a Business Support Assistant, various locations across the borough.

The successful applicant should have good organisational and administrative skills, able to multi-task with a high level of accuracy. Excellent communication skills and discretion are essential as you will be the first port of call for staff, internal and external senior professionals and members of the public, on a daily basis

The key responsibilities include:

- Undertaking telephone duties
- Supporting the team with the Sefton LAS (client) database, inputting information with a high degree of accuracy
- Arranging meetings, minute taking
- General administrative duties

This role suits someone who is organised, proactive, and confident and can adapt well to different areas of Adult Social Care.

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 **Wednesday 16th September 2026 for Internal Applicants.**

Provisional interview dates are Week Commencing **Monday 28th September 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.

JOB DESCRIPTION

Department: Adult Social Care

Section: Business Support

Job Title: Business Support Assistant

Grade: D

Responsible to: Assistant Admin Team Manager

Responsible for: N/A

JOB PURPOSE

To provide a business support service across Adult Social Care by carrying out a range of administrative tasks, with a focus on complex minute taking, accurate record keeping, and meeting coordination. This role operates flexibly across the service under the direction of Assistant Team Managers and plays a key role in delivering effective and efficient operational support to Adult Social Care.

MAIN DUTIES

1. Respond to incoming telephone calls and enquiries with empathy and professionalism, adapting communication to meet the needs of vulnerable or distressed individuals. Provide accurate information, take clear messages, and respond effectively to general queries. Where appropriate, refer callers to relevant staff or signpost to suitable services. Maintain a strong customer focus and raise safeguarding concerns when necessary.
2. Provide administrative support for a range of meetings, including those focused on safeguarding and other sensitive topics. Responsibilities include scheduling and setting up meetings, managing calendars, preparing and distributing agendas and minutes, maintaining accurate action trackers, attendance records and arranging translators.



3. Work effectively and contribute as part of a team. Visibly and positively respect, value, listen to and support others with a view to maintaining service excellence and improving service delivery.
4. Prioritise own workload and work to pre-determined deadlines.
5. Perform other administrative duties such as photocopying, scanning, handling internal/external mail, actioning teamwork trays and shared email inboxes and referring enquiries to the appropriate Adult Social Care professionals.
6. Assist in the procurement, distribution, storage and return of IT and home equipment, office supplies and personal belongings. Support the set-up of new equipment where appropriate. Maintain accurate records in line with Council policies and procedures and promptly report any faults, damage, or safety concerns.
7. Accurately input, update and maintain individual's electronic records used within Adult Social Care. This includes a variety of I.T. platforms, ensuring confidentiality and compliance with data protection regulations and internal procedures.
8. Undertake financial responsibilities such as managing petty cash, and processing purchase orders to pay suppliers in line with internal procedures.
9. Contribute to service improvements by participating in training, meetings, and development opportunities.
10. Provide cover and work flexibly across all administrative office bases within the Sefton Borough as required.
11. To ensure that client data information is lawfully gathered, accurate, up-to-date and only divulged in accordance with the General Data Protection Regulations 2018.

SPECIAL CONDITIONS:

Flexi-time working.

Work flexibly and provide cover across all admin office bases within Sefton borough.

GENERAL:

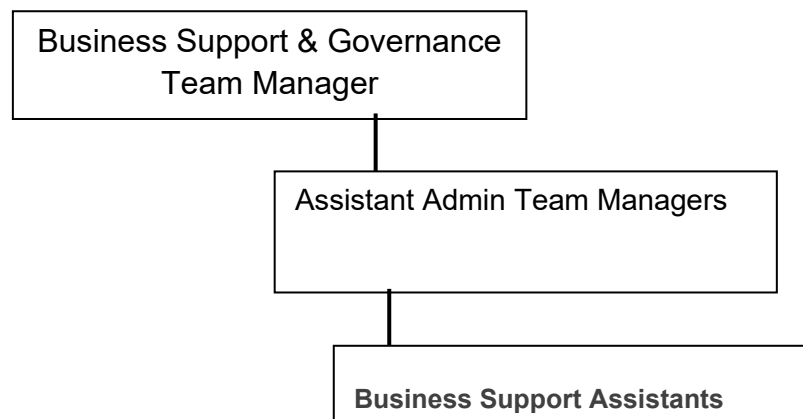
This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

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

All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture.

ORGANISATION CHART



PERSON SPECIFICATION



Post: Business Support Assistant

Post No:

Department: Business Support Team

Division: Adult Social Care

Personal Attributes Required (considerations)	Essential (E) or Desirable (D)	Method of Assessment (suggested)
QUALIFICATIONS/TRAINING GCSE English and Maths (grades A-C) or equivalent NVQ qualifications Level 2 Business and Administration qualification or equivalent	D E	AF/C AF/C
EXPERIENCE Experience carrying out general administrative tasks. Experience processing purchase orders, invoices. Confident in using a wide range of IT systems including MS Office, and other record keeping and data collection systems. Demonstrate experience in planning and supporting meetings, including co-ordinating agendas, minute taking and action trackers	E E D E	AF/I AF/I AF/I AF/I
KNOWLEDGE / SKILLS / ABILITIES Strong organisational skills, with the ability to manage competing priorities and meet deadlines. Ability to work effectively and collaboratively as part of a team. Excellent interpersonal skills and the ability to build effective working relationships. Ability to work with Sefton residents with sensitivity and diplomacy.	E E E E	AF/I AF/I AF/I AF/I

Clear and professional verbal and written communication skills.	E	AF/I
A strong customer service focus and commitment to delivering a high standard of support.	E	AF
Understanding of the importance of accurate data management and confidentiality.	E	AF
<u>PERSONAL STYLE AND BEHAVIOUR</u>		
A team worker who works well in multi-disciplinary teams.	E	AF/I
Commitment to equality, diversity and inclusive practices.	E	AF/I
Proactive approach to learning and continuous improvement.	E	AF/I
Motivated, reliable and flexible in approach.	E	AF/I

Assessment Methods Key:

AF – Application Form C – Certificates I – Interview

Prepared by: Laura Riding

Designation: Assistant Admin Team Manager

Date: September 2026

