

Learning and Development Business Partner Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome



Hi,

My name is Michael Mainwaring, and I'm the Workforce and Learning Service Manager. I'd like to thank you for your interest in the Learning and Development Business Partner role within Sefton Council's Workforce Learning & Development Team.

This is an important and highly rewarding position that plays a central role in shaping the quality, safety, and impact of learning across our organisation. The role brings together expert delivery of First Aid and Mental Health First Aid training, strong quality-assurance practice, effective partnership working with internal colleagues and external providers, and a commitment to ensuring our workforce has access to high-quality, compliant, and engaging learning opportunities.

If you are passionate about delivering excellent training, maintaining rigorous standards, and contributing to the development of a confident, well-supported workforce, we would be delighted to receive your application.

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.

We're excited to hear from you. Best of luck!



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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.

Workforce Learning and Development in Sefton

Sefton Council recognises that a skilled, confident, and engaged workforce is essential to delivering high quality services to residents. Workforce Learning and Development plays a central role in supporting this ambition by designing and delivering learning opportunities that build capability, strengthen leadership, and support continuous improvement across the organisation.

The service works in partnership with teams, managers, and external providers to deliver a wide range of learning solutions, including core skills development, leadership and management programmes, apprenticeships, professional development, and statutory and mandatory training. A strong focus is placed on inclusive learning, innovation, and aligning development activity with organisational priorities.

Based at the Sefton Corporate Learning Centre, the team supports staff and services to develop capability, respond to organisational change, and strengthen a positive, inclusive learning culture. The Learning and Development Business Partner plays a central role in this work by ensuring that First Aid, Mental Health First Aid, and Health & Safety training is delivered to a consistently high standard. Through high-quality delivery, strong quality-assurance practice, and effective collaboration with colleagues and training partners, the postholder helps ensure that the Learning Centre remains a professional, well-governed environment that enables safe, engaging, and impactful learning for all.

About the Role

The Learning and Development Business Partner plays a key role in ensuring the effective design, delivery, and quality assurance of First Aid, Mental Health First Aid (MHFA), and Health & Safety learning across Sefton Council. Working closely with managers, subject matter experts, and external training providers, the postholder will ensure that all training provision is high-quality, compliant, and aligned with organisational needs.



Key areas of responsibility include:

- **Leading and delivering** accredited First Aid and MHFA training in line with awarding-body requirements.
- **Quality assurance and compliance**, including maintaining audit-ready records, ensuring adherence to regulatory standards, and reviewing learner feedback to drive continuous improvement.
- **Coordinating and monitoring external providers** to ensure value for money, safeguarding compliance, and consistently high training standards.
- **Overseeing and updating Health & Safety eLearning**, working with subject matter experts to keep content accurate, engaging, and compliant.
- **Supporting wider learning and development activities**, including course coordination, digital learning development, and organisational development projects.

This role suits someone who is passionate about delivering excellent learning experiences, committed to maintaining high standards, and confident working both independently and collaboratively to support a skilled and safe workforce.

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 **5pm on Tuesday 17th March**.
Interview dates are **Thursday 26th and Friday 27th March**.

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.

and



Appendix A - Learning and Development Business

Partner: Full Job Description

JOB DESCRIPTION

Directorate: Corporate Resources and Customer Services

Location: Sefton Corporate Learning Centre, Ainsdale

Division: Corporate Personnel

Section: Workforce Learning & Development

Post: Learning & Development Business Partner

Grade: I | £41,771 - £46,142

Reporting to: Workforce and Learning Service Manager

Purpose of the Role

The Learning and Development Business Partner will lead the design, delivery, and coordination of First Aid and Mental Health First Aid (MHFA) provision across the organisation, ensuring full compliance with awarding body requirements and the implementation of robust quality assurance processes.

The postholder will deliver high quality training to internal staff and external partners, oversee and monitor commissioned training providers, and ensure all provision meets organisational needs and regulatory standards. They will also take responsibility for reviewing, maintaining, and updating the organisation's Health and Safety eLearning offer in collaboration with subject matter experts, ensuring content remains accurate, compliant, and engaging. In addition, the role requires a flexible and proactive approach to coordinating and arranging a wider range of learning programmes, contributing to the development of a safe, confident, and highly skilled workforce.

Key Responsibilities:

1. First Aid & Mental Health First Aid (MHFA) Leadership

- Lead the planning, coordination, and delivery of First Aid and MHFA training across the organisation.
- Deliver high-quality, accredited First Aid and MHFA courses in line with awarding-body standards.
- Maintain compliance with all awarding-body requirements, policies, and audit expectations.
- Oversee internal assessments, learner evaluations, and certification processes.



- Ensure training equipment, materials, and resources are properly maintained and fit for purpose.

2. Quality Assurance, Compliance & Finance

- Maintain accurate training records, documentation, and audit trails required by awarding bodies and internal policies.
- Monitor learner feedback and evaluation data to drive continuous improvement.
- Implement and review quality-assurance procedures for all First Aid and MHFA provision.
- To use the Learner Management System (Me Learning) to ensure all course information and bookings are accurately recorded.
- To manage agreed financial budgets for specialist activities and ensure that resources are used in the most efficient manner. This includes commissioning of external training activities.

3. Commissioned & External Training Provider Management

- Coordinate and monitor external training providers delivering First Aid, MHFA, and other commissioned courses.
- Ensure contractors meet quality, compliance, safeguarding, and value-for-money standards.
- Maintain strong relationships and effective communication with training partners.

4. Health & Safety eLearning Provision

- Review, update, and maintain Health and Safety eLearning modules and resources.
- Work collaboratively with subject matter experts to ensure content accuracy, statutory compliance, and relevance.
- Monitor learning completion rates, report on compliance, and support managers in driving mandatory training uptake.

5. Broader Learning & Development Support

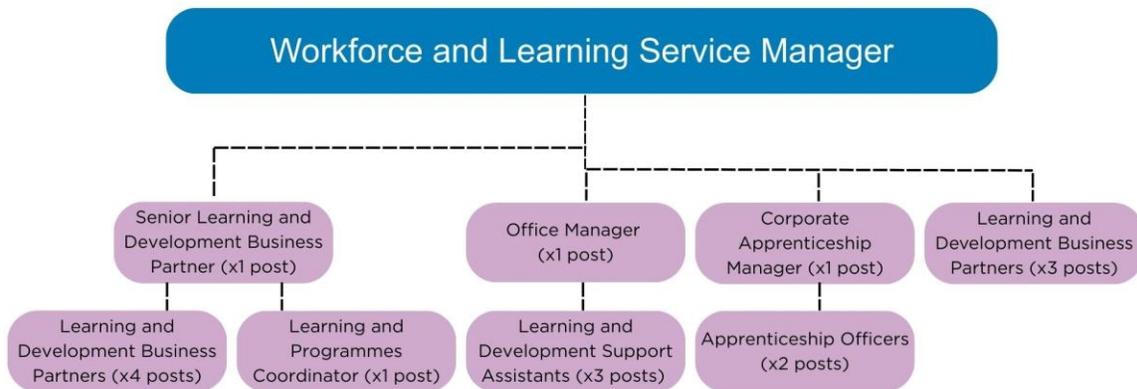
- Identify training needs through collaboration with managers, service areas, and workforce plans.
- Coordinate and arrange a wide range of training courses, workshops, and learning activities, with a willingness to learn new subjects and deliver training across a broader range of areas as required by the Workforce and Learning Service Manager.
- Support digital learning development, including updating content and improving learner engagement.
- Contribute to L&D projects, initiatives, and workforce development programmes.
- To produce reports for the Corporate Workforce Board and Directors as requested.
- To ensure compliance with GDPR when working with a range of Information Systems. This includes the confidentiality, security, and quality of service user and client records.



6. General Responsibilities

- Promote a culture of continuous learning, development, and wellbeing across the organisation.
- Uphold organisational values, policies, and practices, including safeguarding, equality, and health and safety.
- Undertake professional development and maintain relevant certifications as required.
- Willingness to carry out additional responsibilities, particularly in relation to evolving organisational training needs.

Organisation Chart:





Appendix B - Learning and Development Business

Partner: Person Specification

Qualifications (Essential)

- First Aid at Work qualification.
- A recognised trainer qualification.

Qualifications (Desirable)

- Mental Health First Aid (MHFA) qualification.
- MHFA Trainer qualification or a willingness to attend an accredited train the trainer course within 3-6 months of appointment.
- Level 3 Award in Assessing Vocationally Related Achievement (AVRA).
- Higher-level teaching/training qualification (e.g., Level 4 Certificate in Education and Training or equivalent).
- Health & Safety-related qualification (e.g., IOSH Managing Safely, NEBOSH Certificate).

Experience (Essential)

- Experience maintaining compliance with awarding body requirements, policies, and audit expectations.
- Experience coordinating, commissioning, or managing external training providers.
- Experience implementing or overseeing quality assurance processes.
- Experience using learning management systems (e.g., Me Learning or equivalent).
- Experience producing accurate records, reports, and audit documentation.
- Experience coordinating a range of training programmes and working with subject matter experts.

Experience (Desirable)

- Demonstrable experience in planning, delivering, and evaluating First Aid training and/or MHFA training.
- Experience designing or updating eLearning content.
- Experience working in the public sector.
- Experience managing budgets and commissioning training provision that is value for money.

Skills, Knowledge and Attributes (Essential)

- Excellent training delivery and facilitation skills, with the ability to engage and support diverse learner groups.
- Strong understanding of First Aid standards, compliance requirements, and assessment processes.
- Knowledge of quality assurance principles within training and development.

- Strong organisational skills with the ability to manage multiple programmes and deadlines.
- Ability to analyse learner feedback and data to drive service improvement.
- Confident using digital learning tools, LMS platforms, and core Microsoft applications.
- Excellent communication and relationship-building skills with internal and external stakeholders.
- High attention to detail, ensuring the accuracy of records, certificates, compliance documentation, and reporting.
- Ability to work proactively, flexibly, and collaboratively within a small team.
- Understanding of GDPR, safeguarding, equality, and health and safety responsibilities in a learning context.

Skills, Knowledge and Attributes (Desirable)

- Strong understanding of MHFA standards, compliance requirements, and assessment processes.
- Knowledge of digital learning design principles and improving learner engagement.
- Understanding of workforce development strategies within large organisations.
- Ability to deliver training beyond First Aid/MHFA following appropriate upskilling.

Special Requirements (Essential)

- Ability to work flexibly to meet the needs of the service.

Special Requirements

Essential

- Ability to travel independently to various locations as required to deliver training. Applicants should have access to a suitable vehicle for work-related travel and be willing to drive to multiple sites across the region to support the delivery of training sessions.
- Commitment to maintaining all relevant instructor accreditations and undertaking ongoing CPD.
- Flexibility to support wider L&D activities.

Assessment Methods

- Application Form
- Interview
- Certificates (where applicable)
- Additional assessment methods may be used where appropriate (e.g., presentation, micro-teaching, or task)

Prepared by: Michael Mainwaring

Designation: Workforce and Learning Service Manager

Date: January 2026.

