

CONSTRUCTION PROJECT MANAGER

Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Hi,

We would like to thank you for your interest in the Construction Project Manager role within Sefton Council's Property and Strategic Asset Management Team.

This is an exciting and rewarding opportunity for someone who excels at construction project management and who is keen to get involved in regeneration, acting as the lead role for the delivery of a major transformation project in Bootle town centre.

Within this role you'll get the opportunity to play a key role in the redevelopment of the Strand shopping centre, managing the current construction project through to delivery, whilst also taking an active role in the progression of the further project phases.

If you're someone who enjoys collaborating with others, takes pride in delivering high-quality outcomes, and brings energy, adaptability, and a genuine passion for making a difference, we'd be delighted to hear from you.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Best of luck!

Lauren Reynolds MRICS
Assistant Director – Property and Strategic Asset Management



Contents

About the Borough of Sefton	1
Our Vision and Values.....	2
Our Successes and Key Projects	2
An Inclusive Workplace	3
Liverpool City Region Fair Employment Charter	4
What We Can Offer You.....	4
About the Role	6
Top Tips on How to Apply	7
Application and Selection Information	8
Appendix A – Job Description and Person Specification	9



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.

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

Sefton Council are seeking an experienced Construction Project Manager to lead on the delivery of major, high-profile construction schemes at the heart of Sefton's wider regeneration programme. As the lead project manager, you will oversee the end-to-end delivery of the major redevelopment happening at the Strand Shopping centre, a multi-million pound project in the heart of Bootle. You will ensure that this exciting Regeneration project is delivered safely, sustainably and to the highest quality standards.

We're looking for a dynamic professional with a strong track record of managing multi-disciplinary teams, co-ordinating contractors and consultants and managing stakeholders. You will be responsible for managing the programme, budget, risk and compliance, all whilst championing design excellence and best-practice construction.

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, 27th March 2026** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **Monday 13th April 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:	Construction Project Manager
Directorate:	Regeneration, Economy and Assets
Location:	Magdalen House, Bootle, L20 3NJ
Division:	Property and Strategic Asset Management
Contract:	Fixed Term 2 years min.
Post:	Construction Project Manager
Grade:	HAY 6 £57,900 to £66,703
Reporting to:	Assistant Director, Property and Strategic Asset Management

Purpose of the Role

The Construction Project Manager will lead on the delivery of a major, high-profile construction scheme which sits at the heart of Sefton's wider regeneration programme. As the lead project manager, you will oversee the end-to-end delivery of the redevelopment of the Strand shopping centre, which is a multi-million pound project, at the heart of Bootle town centre. You will be responsible for ensuring that the project is executed safely, sustainably and to the highest quality standards. You will be responsible for managing multi-disciplinary teams, co-ordinating contractors and consultants and managing stakeholders. In addition, you will also be responsible for managing the programme, budget, risk and compliance, all whilst championing design excellence and best-practice construction.

MAIN DUTIES

- Lead the planning and execution of major capital projects assigned to your area of responsibility, ensuring effective programme governance and delivery to time, cost, and quality targets.
- Manage the full project lifecycle including initiation, procurement, design development, contract administration, construction, and handover.
- Report to the project sponsor on financial performance of the project, including forecasting, reporting, and value engineering.



- Procure, appoint, and manage design and consultancy teams including architects, engineers, cost consultants, and principal designers.
- Ensure strict adherence to CDM Regulations 2015 and relevant Health and Safety legislation, acting as Client under CDM as required.
- Support the project sponsor to present project updates, business cases, and risk assessments to senior leaders, Cabinet Members, and scrutiny panels.
- Provide robust contract management and dispute resolution in line with Council policy.
- Work cross-functionally with internal departments and external agencies to secure planning approvals, funding contributions, and statutory compliance.
- Providing clear direction and professional leadership on the postholders assigned capital construction scheme(s).
- Taking ownership of programme delivery and performance outcomes.
- Leading multi-disciplinary project teams, including Council staff, consultants, architects, and technical professionals.
- Planning strategically and contributing to the development of capital delivery strategies.
- Working alongside Senior Leadership Board members to communicate effectively with elected members, senior officers, partners, and the public.
- Acting with resilience, professionalism, and a commitment to quality and outcomes.
- Modelling behaviours that support collaboration, innovation, and continuous improvement.
- Promote a culture focused on outcomes, learning, and quality service delivery.
- Provide constructive challenge and support to ensure performance and compliance.
- Foster respectful, transparent, and values-led working relationships.
- Consistently communicate and act with integrity, positivity, and a customer-first mindset.



- Encourage innovation and creative problem-solving in service delivery.

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: Construction Project Manager

Department: Property and Strategic Asset Management

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
Qualifications		
Recognised Project Management qualification (e.g. APM PMQ, PRINCE2 Practitioner, PMP)	E	AF/C
Degree in Construction Management, Civil Engineering, Architecture or related field	D	AF/C
Chartered status with a recognised professional body (e.g. MRICS, MCIQB, MAPM, RIBA)	D	AF/C
Experience		
Proven experience in managing construction projects	E	AF/I
Track record of project delivery in both public and private sector environments	E	AF/I
Experience of managing complex budgets and financial reporting	E	AF/I
Experience in regeneration or infrastructure-led development programmes	E	AF/I
Demonstrated ability to manage risks and deliver under pressure	E	AF/I
Skills & Knowledge		
Knowledge of CDM Regulations 2015, Health & Safety legislation and public procurement	E	AF/I
Understanding of capital project lifecycle and governance within local government context	E	AF/I
Ability to manage multidisciplinary consultant teams and internal stakeholders	E	AF/I
Strong presentation, communication, and stakeholder engagement skills	E	AF/I
Excellent problem-solving abilities with a high degree of autonomy	E	AF/I
Knowledge of contract law and dispute resolution practices	D	AF/I
Leadership and decision-making capability in complex, politically sensitive environments	E	AF/I
Commitment to delivering excellent public outcomes and value for money	E	AF/I



Resilience, integrity, and commitment to collaborative working	E	AF/I
Commitment to Sefton Council's values and behaviours	E	AF/I
Behaviours and Attributes		
A team worker who fosters partnerships, works collaboratively demonstrates and promotes openness, trust and respect	E	AF/I
Organised, methodical and conscientious	E	AF/I
Reliable, determined, efficient and flexible	E	AF
Respects confidentiality	E	AF/I

Assessment Methods

AF: Application Form

I: Interview

C: Certificates

Prepared by: Lauren Reynolds

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