

Waste Management Driver

Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

We would like to thank you for your interest in our Drivers role within Sefton Council's Waste & Recycling Team.

We require a highly motivated, flexible, and committed Driver with responsibility for the safe operation of a Refuse Collection Vehicle and leading a team of Waste & Recycling Officers in a demanding service.

You will have experience of providing Waste and Recycling collection services, operating bin lift and compaction equipment on a refuse collection vehicle and responding to customers in a helpful and courteous manner.

An HGV Class C (old style HGV Class II) licence, valid CPC clearance and experience of operating waste collection vehicles are required and as part of the interview process you will be required to complete a driving assessment with our driving assessor.

We welcome applications from residents and beyond, regardless of background, belief, or identity, recognising the value that diversity brings to our organisation. We particularly welcome applications from individuals from Black and Minority Ethnic backgrounds and candidates with disabilities as we acknowledge their underrepresentation in our workforce.

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!



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	8
Application and Selection Information	9
Appendix A – Job Description and Person Specification	10



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 Northwest 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

As Sefton Council moves into the next development of Waste Management for our residents you will play a vital role in maintaining clean, safe, and welcoming neighbourhoods across Sefton.

Working as part of a dedicated frontline Waste Management and Street Cleansing team, you will ensure that household waste and recycling, and commercial waste is collected efficiently and delivered to the appropriate disposal facilities.

You will be responsible for driving and operating a large refuse collection vehicle, carrying out daily vehicle checks, and ensuring all collections are completed in line with service standards, health and safety requirements, and agreed routes. When not driving, you will support the team with loading duties and safe handling of waste containers.

This is a physically active role that involves outdoor working in all weather conditions and requires a strong commitment to teamwork, customer service, and safe working practices.



You will be a visible representative of the service, helping to deliver a reliable and responsive waste collection service that the public depends on.

The key responsibilities include:

- The safe driving and operating of an RCV on scheduled routes.
- Carrying out daily vehicle checks and reporting defects promptly.
- Working closely with loaders and supervisors to complete collections to a high standard.
- Handling bins, bags, and waste containers safely and efficiently.
- Ensuring compliance with health and safety policies, traffic laws, and service procedures and reporting any accidents.
- Providing polite and professional customer service to members of the public.
- Supporting additional tasks such as food waste, bulky waste, or street cleansing when required.

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

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 **Sunday 19th April 2026** (or earlier in the event of high volume of applications being received)

Provisional interview dates are **Tuesday 28th 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

Directorate:	Operational In-House Services
Location:	Hawthorne Road Depot, Bootle, L20 9PR
Division:	Waste Management and Street Cleansing
Post:	Driver 1
Grade:	
Reporting to:	Waste Management Officers
Responsible For:	Recycling Operatives

Purpose of the Role

Undertake Waste & Recycling collections from residential or commercial premises as directed.

Adhere to all statutory road traffic regulations.

Maintain the cleanliness of the borough by driving and operating vehicles as assigned and trained, whilst working as a member of the team, positively representing the service and the Council as a whole.

MAIN DUTIES

Operational

1. Drive and take responsibility for the assigned vehicle (C licence over 7.5 tonnes gross vehicle weight) and operate any power mechanisms as appropriate.
2. Clean the vehicle to the required standard, undertake regular vehicle checks (and ancillary equipment checks where appropriate), and carry out routine maintenance (see specific details on Driver's Checklist)
3. Report any vehicle defects or accidents immediately to the appropriate person and follow Council policy at all times.
4. Load and unload the vehicle, using mechanical aids as necessary and ensure sufficient supplies and equipment are loaded onto the vehicle at the agreed frequencies - daily/weekly.
5. Complete all necessary documentation, either hard copy or electronic as required.



6. Tip any collected rubbish/spoils/waste/etc as per the defined standards and practices.
7. Transport goods, personnel, and equipment as appropriate.
8. Undertake ancillary duties as appropriate to the type of work being undertaken.
9. Using mobile technologies, maintain communication in accordance with the Council's procedures and Statutory Regulations, and organise daily workloads.
10. Liaise with the designated line management as necessary to implement amendments to the route plan to ensure optimum efficiency.
11. Act as first point of contact with your line manager to assist with the communication flow between management and staff re: operational issues.
12. Ensure that crew members adhere to operational requirements i.e. wearing of personal protective equipment, following procedures and protocols.
13. Duties will be carried out for jobs up to and including those within the same grade, provided such duties are within the competence of the employee.

SPECIAL CONDITIONS

1. See person specification for details of qualifications and experience required, vehicle checks to be undertaken, and ancillary equipment operated in relation to Driver 1 role.
2. All vehicles must be operated within the Statutory Road Traffic Regulations/Acts, and within agreed local procedures.
3. All machinery must be operated in accordance with the manufacturer's guidelines and health and safety regulations, always ensuring the safety of colleagues and the public.
4. All Personal Protective Equipment (P.P.E.) provided must be worn at all times. No smoking policy operates within the Council.
5. Operating times for the services must be observed.

Health and Safety

1. Ensure that all work is undertaken in a safe and proper manner so as to comply with nationally agreed codes of practice relating to the job and Sefton Council Waste Management Codes of Practice and Safe Working Procedures.
2. Report all vehicle and associated equipment defects immediately to a Waste Management & Street Cleansing Officer and to ensure suitable and sufficient risk assessments are carried out considering employee's capabilities.



3. Ensure that a Recycling Officer is allocated as a vehicle banks man when reversing the designated waste collection vehicle.
4. Use equipment as instructed and trained.
5. Carry out routine cleaning, maintenance and safety checks on waste collection vehicles and associated equipment (e.g. tyre, oil and water checks, and cleaning) at the beginning and end of shift to ensure that they are presentable, safe to use, fit for purpose and to minimise downtime.
6. Operate and control the mechanical lifting gear (manual or automatic) on a waste collection vehicle so as to collect waste in a manner that is safe for fellow operatives and the public and avoiding damage to vehicles.
7. Safely operate the ejection and tipping mechanism on refuse collection vehicles as per manufacturer's instruction and training, Council codes of practice and any specific site instructions.
8. Ensure that the protective clothing issued by the Council is worn correctly by all team members at all times and is maintained in a clean and tidy condition.
9. Display that Council's personal identity badge at all times.
10. Inform management of any health and safety issues which could place individuals in danger.
11. Ensure that you and your team are fully inducted to operate safely at all Waste Transfer Stations.
12. Ensure that you and your team operate safely within the guidance and regulations for each waste transfer station only leaving vehicle when safe to do.
13. Comply with all safety requirements when working/driving in and out of Waste Transfer Stations.

GENERAL

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 equal opportunities of the Council.

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 are responsible for the implementation of the Health and Safety Policy so far as it affects them, 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.

Undertake and participate in training, coaching and development activities, as required.



Note: Where the post holder 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: Driver 1

Department: Operational In House Services

Essential (E) or Desirable (D)	Personal Attributes Required	Method of Assessment
Skills, knowledge, experience		
S1 (E)	Experience of driving HGV Class C (old style HGV Class II) in delivering waste collection duties.	A/I
S2 (E)	Evidence of approved driver CPC Training	A/I
S3 (E)	Ability to follow written and verbal instructions.	A/I
S4 (E)	Ability to complete written records	A/I
S5 (E)	Able to respond to customers in a helpful, informative, respectful and courteous manner	A/I
S6 (E)	Ability to meet and maintain high production levels with consideration of health and safety requirements and report any breaches of Health & Safety rules.	A/I
S7 (E)	Demonstrate a good attendance record over the past 3 years.	A/I
S8 (E)	Ability to ensure suitable and sufficient risk assessments are carried out considering employees' capabilities.	A/I
S9 (E)	Ability to use equipment as instructed and trained. Ability to inform management of any health and safety issues which could place individuals in danger	A/I
S10 (E)	To ensure that all work is undertaken in a safe and proper manner so as to comply with nationally agreed codes of practice relating to the job and Sefton Waste Management Group Codes of Practice and Safe Working Procedures.	A/I
Personal attributes and circumstances		
P1 (E)	You must adhere to Sefton Council 'One Council' Values. <ul style="list-style-type: none"> • Put people at the heart of what we do • Listen, value and respect each other's views • Develop a culture of challenge, ownership, innovation, and improvement • Be ambassadors for Sefton Be responsive and efficient	I
P2(E)	36 hours per week (Monday – Friday working week - 6.30am start time).	A/I



P3(D)	Willingness to work evenings, weekends and bank holidays at overtime rate when necessary.	A/I
Communication		
C1(D)	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people's points of view.	A, I
Qualifications		
Q1(E)	Clean HGV Class C (old style HGV Class II) driving license	A/I/C

Assessment Methods

AF: Application Form

I: Interview

C: Certificates

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