



Building Maintenance Officer

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 Building Maintenance role within Sefton Council's Building Services Team.

This is an exciting and rewarding opportunity for someone who takes pride in delivering high-quality maintenance and improvement works and wants to play a key role in maintaining the Council's property portfolio.

You will be joining a busy and varied working environment where you will contribute to the delivery of responsive and planned maintenance, minor works, and compliance-related activities. The role requires someone who is well organised, proactive, and able to work both independently and as part of a multi-disciplinary team.

You'll play an important role in ensuring that buildings are safe, functional, and fit for purpose. This will involve identifying defects, supporting the delivery of repair and maintenance programmes, and working collaboratively with colleagues, contractors, and stakeholders. A professional, reliable, and practical approach is essential, along with a strong commitment to health and safety and customer care.

As a person, if you are someone who is solutions-focused, takes pride in delivering high standards of work, and is committed to providing a quality service, we would 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, after reading this pack, you feel the role aligns with your skills and experience, and Sefton's Vision and Values reflect your own, we look forward to receiving your application.

Best of luck!

Joanne Moon

Head of Facilities Management and Building Services



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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.

Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other’s views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded



Good by the Care Quality Commission (CQC), and our Children's Services also achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression, strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.



You will benefit from a comprehensive local government employment package which includes the following:

- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.

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

A Building Maintenance Officer is responsible for ensuring that a designated portfolio of properties is safe, compliant, and well maintained. They organise and oversee both planned and reactive maintenance works, carry out regular inspections to identify defects or hazards, and manage contractors to ensure tasks are completed to the required standard. The role requires a strong understanding of statutory compliance, including health and safety regulations, and ensuring that all properties meet legal requirements such as fire safety, electrical, and gas safety standards. Acting as a key point of contact for building users, they respond to maintenance issues and help ensure properties are kept in good condition and operate efficiently.

As part of the building Maintenance team you will also provide ad-hoc support to the wider Property Services Team which comprises of Capital Projects, Property and Assets, Energy and Net Zero team. This role requires someone who thrives in a dynamic environment, can anticipate needs and an organised approach to managing different priorities.

The key responsibilities include:



- Coordinate and oversee routine (planned) and emergency (reactive) repairs.
- Ensure buildings remain safe, functional, and compliant at all times.
- Carry out regular property inspections to identify defects, wear and tear, and safety issues.
- Record and prioritise maintenance needs.
- Procure, supervise, and monitor contractors and service providers.
- Ensure work is completed to required standards, within budget and on time.
- Health & Safety Compliance
- Ensure adherence to statutory regulations (e.g., fire safety, asbestos, gas, electrical compliance).
- Support risk assessments and implement corrective actions.
- Manage job requests, allocate resources, and track completion of tasks.
- Maintain accurate maintenance records and systems.
- Assist with budget planning and cost control for maintenance activities.
- Monitor expenditure and ensure value for money.
- Respond to queries and complaints from building users, tenants, or departments.
- Provide updates on repair works and service delivery.
- Contribute to lifecycle planning and long-term maintenance strategies.
- Support condition surveys and capital improvement planning.
- Act as a point of contact for urgent building issues (e.g., leaks, power failures).
- Coordinate immediate action to minimise disruption and risk.
- Maintain records of inspections, compliance certificates, and completed works.
- Produce reports on maintenance performance and outstanding issues.
- Comprehensive diary and inbox management, including scheduling and co-ordinating meetings
- The ability to prioritise tasks effectively and efficiently
- Exceptional attention to detail
- Handling sensitive information with the highest level of confidentiality and discretion
- Proficient in the use of the Microsoft Office package including Outlook, Teams, Word, PowerPoint, Excel etc.

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 (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 28th June 2026**
Provisional interview dates are **Wednesday 22nd July 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:	Building Maintenance Officer
Directorate:	Regeneration, Economy & Assets
Location:	Magdalen House, Bootle, L20 3NJ
Division:	Facilities Management & Building Services
Post:	Building Maintenance Officer
Grade:	H £37,280 to £40,777 (Pay award Pending)
Reporting to:	Principal Maintenance Officer

Purpose of the Role

The Building Maintenance team identify, prioritise and manage the delivery of reactive and planned maintenance works; Conduct site inspections and carry out property condition surveys and oversee the management of Legionella / asbestos hazards and statutory compliance works on behalf of the Council. Support the implementation of corporate landlord model and new computer aided facilities management system.

MAIN DUTIES

1. As directed undertake planned maintenance along with revenue and minor capital work projects. Identify and understand scheme requirements and develop a design brief. Carry out surveys and, interpreting the requirements of the client, develop effective, imaginative and innovative solutions to meet the scheme's requirements in a cost-effective manner.
2. Within overall procedural framework develop and maintain systems and procedures to manage risk and financial resources effectively. Manage project delivery and ensure that the individual scheme objectives are met.
3. Ensure that design work is carried out in compliance with Construction Design and Management (CDM) legislation.



4. Respond to reactive maintenance requirements and assess most appropriate course of action. Inspect and identify work requirements, prepare estimates and provide advice to clients, prepare specification and drawings as necessary, seek tender / quotations and manage delivery of the necessary works.
5. Carry out inspections and identify remedial work requirements following acts of vandalism, fire or storm damage or other insurance related claims.
6. Carry out condition surveys and prepare reports and estimates in assessment of planned maintenance requirements and works prioritisation.
7. Carry out dilapidation surveys and prepare reports and estimates at the commencement or termination of leasing arrangements.
8. Carry out surveys and, in conjunction with the Fire Officer, prepare reports and estimates in connection with fire risk assessments.
9. Provide technical support and advice to elected Members, senior officers and partners, as appropriate.
10. Visit designated sites across the borough to provide support and technical advice. The Maintenance Officer will be assigned a specific area and will be expected to carry out regular site visits, maintaining a strong familiarity with all statutory compliance requirements relating to each property. In addition, to meet key performance indicators (KPIs), you will be required to undertake contractor post-inspections.

SPECIAL CONDITIONS

- A casual car user's allowance is available. The post holder must hold a current driving license
- Occasional work outside normal hours may be required.
- A flexitime scheme is currently in operation.



- Hybrid Working

GENERAL REQUIREMENTS

The post holder 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.

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

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will be required to always exercise discretion and to observe relevant codes of practice and legislation in relation to data protection and personal information.

All staff will undertake, and participate in training, coaching and development activities, as appropriate.

Note: Where the post holder is disabled, every 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: Building Maintenance Officer

Department: Facilities Management & Building Services

Qualifications / Training

Qualifications / Training	Essential (E) or Desirable (D)	Method of Assessment
Qualified to at least HND/HNC level in a related discipline	E	AF/C/I
E.C.D.L. or equivalent Computer qualification	D	AF/C/I

Experience

Experience	Essential (E) or Desirable (D)	Method of Assessment
Experience of working in a construction related discipline	E	AF/C/I
Post qualification experience in building maintenance and minor works design and project management	E	AF/C/I
Experience in contract management, administration and supervision	E	AF/C/I
Experience in identification of building defects and rectification	E	AF/C/I
Experience managing project and programme budgets	E	AF/C/I
Experience working in a multi-disciplinary team	E	AF/C/I
Experience preparing estimates, drawings, specifications and tenders	E	AF/C/I
Experience carrying out condition surveys and estimates	E	AF/C/I
Experience using CAD	D	AF/C/I

Knowledge

Knowledge	Essential (E) or Desirable (D)	Method of Assessment
Knowledge of building construction, maintenance and planned design	E	AF/C/I
Knowledge of maintenance design processes	E	AF/C/I
Understanding of defects and rectification	E	AF/C/I
Knowledge of related disciplines	E	AF/C/I
Understanding of planning, regulations and legislation	E	AF/C/I
Understanding of CDM legislation	E	AF/C/I



Understanding of council policies	E	AF/C/I
Competency in IT systems	E	AF/C/I
AutoCAD competency	D	AF/C/I

Skills

Skills	Essential (E) or Desirable (D)	Method of Assessment
Design skills for minor works solutions	E	AF/C/I
Problem-solving skills	E	AF/C/I
Communication and leadership skills	E	AF/C/I
Presentation skills	E	AF/C/I
Negotiation and influencing skills	E	AF/C/I
CAD skills	D	AF/C/I

Aptitudes

Aptitudes	Essential (E) or Desirable (D)	Method of Assessment
Work within council policies	E	AF/C/I
Use initiative with minimal supervision	E	AF/C/I
Sustain concentration over long periods	E	AF/C/I
Meet competency levels	E	AF/C/I
Work with stakeholders	E	AF/C/I
Commitment to customer care	E	AF/C/I

Assessment Methods

AF: Application Form

I: Interview

C: Certificates

Prepared by: Joanne Moon

Date: 28th May 2026

