



St. Helens Council

Private & Confidential

Chief Executive's Department

Human Resources
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St. Helens
Merseyside
WA10 1HP

Contact: Human Resources
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cx@sthelens.gov.uk
Our ref:
Your ref:

21 April 2015

Dear Applicant

HR Assistant (part time, maternity cover post), Chief Executive's Department

Thank you for your enquiry about the above post.

Enclosed is information relating to the post which will tell you more about the Authority, the job and what St Helens Council has to offer. I hope this information will help you make an informed decision about whether the job is right for you and you are right for the job.

The Audit Commission rated St Helens as a 'Four Star' Council and our vision is to make St Helens a modern, distinctive, economically prosperous and vibrant Borough. We have had, and continue to have, success based around strong partnership working and brave decision making.

The Council is extremely ambitious, but focused, striving to develop enterprise, diversify local business, develop education and skills, and reduce health inequalities. We aim to ensure that the culture is right for both the organisation and for our employees to develop and prosper. We want our employees to share and help us to achieve our vision. At St. Helens Council we work hard at our achievements and pride ourselves on our capacity to deliver.

Why not find out more about St Helens as a place to live and work by visiting our website at 'www.sthelens.gov.uk'. You can also download the application form and return it electronically.

If you have a disability then help is available via the Supported Employment Team Tel: 01744 – 677828. Please ask for Jan Baker or Sue Cunliffe.

The closing date for applications is **5th May 2015**. The application form is a key stage in the selection process and you are asked to complete it as fully as possible indicating how you match the person specification paying particular attention to the enclosed guidance notes.

Yours faithfully

Pam Gray
Human Resources Manager