



St. Helens Council

Corporate Services
Human Resources
Town Hall
Victoria Square
St. Helens
Merseyside
WA10 1HP

Contact: Human Resources
Tel: 01744 673242
recruitment@sthelens.gov.uk

Our ref: CCM119
Your ref:

Dear Applicant

Post: HR Systems & Management Information Officer, Corporate Services

Thank you for your enquiry about the above position.

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 Council is extremely ambitious and 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.

The Council's latest Annual Report summarises our priorities, achievements, performance and spending during the last financial year. For further information please access:
<https://www.sthelens.gov.uk/council/council-finance-performance/the-council-plan-and-performance/>

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 Sue Cunliffe.

The closing date for applications is **9 October 2018**. 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

Ste Rigby
Human Resources Manager

