



Person specification			
Post title	Assistant Project Officer (Playing Pitches and Public Realm)	Grade / Salary	Pay Band K / £37,336 - £39,186 per annum

Shortlisting Number	Criteria	Method of assessment
S1	Willingness to support colleagues and senior colleagues in undertaking their duties.	CV/ I
S2	Knowledge of the specification of good quality playing surfaces (including natural turf and artificial surfaces) required to meet the needs of a variety of sports.	CV/ I
S3	Knowledge and experience of all aspects of the construction industry, including the implementation of playing pitch improvements, provision of new pitches (natural turf and artificial), security fencing schemes and hard surfacing.	CV/ I
S4	Detailed knowledge of the principles of land drainage design and associated legislation particularly in relation to hard and soft outdoor playing surfaces.	CV/ I
S5	Knowledge and experience of the appropriate use of building contracts and the performance management of contractors and consultants.	CV/ I
S6	Project delivery skills with evidence of project team roles in scheme feasibility, design and specification, procurement, delivery and construction site supervision.	CV/ I
S7	An understanding of the Department for Education Building Bulletins, guidelines for the protection of school playing fields and associated legislation.	CV/ I
S8	Ability to plan and organise work and to work to time deadlines.	CV/ I
S9	Good IT skills including AutoCAD and Microsoft Excel, Word, Outlook and PowerPoint.	CV/ I
S10	An understanding of Construction (Design & Management) Regulations 2015.	CV/ I
S11	Ability to work to fluctuating workloads.	CV/ I
S12	Flexible approach to team working in order to achieve priorities.	CV/ I
S13	Excellent written, oral and interpersonal communication skills.	CV/ I
S14	Demonstrate enthusiasm and motivation and a willingness to learn.	CV/ I

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S15	A professional manner.	CV/ I
S16	A commitment to equal opportunities.	CV/ I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	CV/ I
P2	A demonstrable willingness to share information and work with other people.	CV/ I
Communication		
C1	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.	I
Qualifications		
Q1	A recognised degree or other appropriate accreditations in a construction-related discipline, preferably in landscape architecture, landscape design or civil engineering with a minimum of 3 years’ relevant post-qualification experience in a construction context.	C/CV
Q2	Chartered Member of the Landscape Institute or similar or be working towards Chartership.	C/CV
Q3	UK driving licence or taking professional instruction to pass UK driving test to gain UK driving licence or equivalent mobility.	C/CV

A = Application form **CV** = Curriculum Vitae **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation
4 January 2022	Andy Lawman	Head of Assets

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people**

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- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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