



Person Specification			
<b>Post title</b>	Energy Assistant	<b>Grade / Salary</b>	Grade E / £24,294 - £25,979 per annum

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
<b>Skills, knowledge, experience</b>		
S1	Good understanding of MS packages with at least a basic understanding of Excel	CV/ I
S2	Demonstrate an aptitude for recognising patterns and inconsistencies relating to billing and consumption data	CV/ I
S3	Customer focused. Ability to analyse organisational needs.	CV/ I
S4	Experience to present information clearly and educate and inform others on energy matters.	I
S5	Ability to work accurately to deliver projects on time, under tight timescales	CV/ I
S6	Demonstrable experience of working in an administrative role preferably in the energy sector or an accounting environment.	CV
S7	Demonstrable experience of working with invoices and data.	CV
S8	Experience of compiling basic energy consumption reports.	CV
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	A demonstrable willingness to share information and work with other people.	I
P3	Teamwork - Making yourself available to support wider team where appropriate	I
P4	Customer Service Skills: Be polite, conscientious. Engage with a can-do attitude	I
<b>Communication</b>		
C1	A demonstrable willingness to share information and work with other people, including the ability to	I

October 2023





	listen, communicate with and understand others, taking account of other people's points of view.	
<b>Qualifications</b>		
Q1	GCSE Maths & English or equivalent.	CV / I / C
Q2	Qualified to A-level or equivalent standard.	CV / I / C

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

**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.**
- **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.

October 2023

