



Person Specification			
Post title	Rapid Response Assistant	Grade / Salary	D / £23,500 - £23,839

**\*\*\* This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months \*\*\* *DELETE IF NOT RELEVANT***

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	Ability to embrace the core values of KMBC	I, CV
S2	Ability to keep accurate and complete documentation and to provide short written summaries.	I, CV
S3	The ability to communicate effectively with a range of people	I, CV
S4	The ability to demonstrate satisfactory levels of numeracy and literacy	I, CV
S5	The ability to communicate effectively with a range of people	I, CV
S6	Ability to demonstrate active listening skills including non-verbal skills, questioning skills	I, CV
S7	The ability to encourage the development of professional relationships within families, friends and community resources	I, CV
S8	The ability to monitor and report changes in the identified needs of service users/carers	I, CV
S9	Ability to demonstrate the principles of care i.e. maintaining dignity, choice, independence ensuring confidentiality at all times	I, CV
S10	Ability to work on own initiative within the levels of competency as defined within the role	I, CV
S11	Ability to work as a flexible team member across the Borough	I, CV
S12	Ability to identify and manage risk within guidance, policies and procedure.	I, CV
S13	Recognise and respond to Safeguarding issues	I, CV

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S14	Experience of coping or dealing with difficult situations within the limitations of the role and seeking appropriate advice	I, CV
S15	The ability to form positive working relationships	I, CV
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
<b>Communication</b>		
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, CV
<b>Qualifications</b>		
Q1	The commitment to work towards Level 2 Diploma in Health and Social care or equivalent	I, CV

**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.

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*Knowsley Council*

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