



Person Specification			
<b>Post title</b>	Project Officer	<b>Grade / Salary</b>	K / £37,336 - £39,186

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	Previous direct project management experience or extensive experience of working in a project or programme environment with demonstrated responsibility for leading specific pieces of work.	CV / I
S2	Experience of developing and defining a project.	CV
S3	Experience of identifying key stakeholders and developing the appropriate communication and engagement plans.	CV
S4	Experience of prioritising competing demands and working under pressure and with a systematic and flexible approach to ensure deadlines and business needs are met.	CV
S5	Experience of project planning, scheduling and managing change.	CV
S6	Experience of risk and issue management.	CV
S7	Experience of estimating, budgeting and cost management for projects	CV
S8	Experience of monitoring performance and the impact of a project/programme.	CV
S9	Experience in researching and investigating information to maintain an up-to-date overview of current developments affecting national and local government.	CV
S10	Experience of Information Technology packages including Microsoft Office, Outlook, SharePoint and PowerPoint.	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	Reliable, hardworking with a positive attitude to change, continuous improvement and delivering	I

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	results	
P3	Commitment to follow procedures and respond to instructions from Senior Officers and Line Management	I
P4	Commitment to work flexibly and occasionally beyond normal 9-5 working hours if necessary to achieve deadlines and targets	CV / I
P5	Commitment to travel within the City region to attend meetings / facilitate workshops/focus groups and / or undertake work at other offices	CV / I
<b>Communication</b>		
C1	Excellent written and verbal communication including effective report writing and presentation skills.	CV / I
C2	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.	CV / I
<b>Qualifications</b>		
Q1	A good standard of general education with previous experience of working within a project or programme role.	CV / I / C

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

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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