



Person Specification			
Post title	Energy Assistant	Grade / Salary	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
Skills, knowledge, experience		
S1	Good understanding of MS packages with at least a basic understanding of Excel	CV/SS/I
S2	Demonstrate an aptitude for recognising patterns and inconsistencies relating to billing and consumption data	CV/SS/ I
S3	Customer focused. Ability to analyse organisational needs.	CV/SS/ 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/SS/ I
S6	Demonstrable experience of working in an administrative role preferably in the energy sector or an accounting environment.	CV/SS
S7	Demonstrable experience of working with invoices and data.	CV/SS
S8	Experience of compiling basic energy consumption reports.	CV/SS
Personal attributes and circumstances		
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
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

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Qualifications		
Q1	GCSE Maths & English or equivalent.	CV//I/C
Q2	Qualified to A-level or equivalent standard.	CV//I/C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **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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