



Person Specification			
Post title	Registration Advisor	Grade / Salary	F / £26,421 - £28,770

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	Experience of working within a civil registration service	CV / SS
S2	Knowledge of, and experience of working to, Registration Acts, Regulations and Government policy relating to civil registration	CV / SS / I
S3	Experience of presenting to a wide and varied audience	CV / SS / P
S4	Ability to prepare and present information clearly, accurately and concisely	CV / SS / I
S5	Competent level of numeracy with experience of reconciliation processes	CV / SS / I
S6	Ability to work as part of a team, sharing workloads and best practice	CV / SS / I
S7	Able to demonstrate a customer care ethos	CV / SS / I
Personal attributes and circumstances		
P1	You must adhere to the "Knowsley Better Together" staff qualities; Integrity, Accountability, Communication and Respect	I
P2	Ability to build good working relationships with colleagues, customers and partners	CV / SS / I
P3	Ability to work flexibly and adapt positively to change	CV / SS / I
P4	Current driving licence with access to a car or equivalent mobility	CV / SS
P5	A flexible approach to work. Weekends and bank holidays to be worked on a rota basis dependent on ceremony demand.	CV / SS / I
Communication		
C1	Excellent communication skills with the ability to communicate effectively to a wide and varied	CV / SS / I

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	audience	
C2	Interpersonal skills	CV / SS / I
Qualifications		
Q1	Have undertaken or be prepared to undertake the Nationally Accredited Programme for Registration Officers.	CV / SS
Q2	Have undertaken or be prepared to undertake Equality & Diversity Training	CV / SS

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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