



Person Specification			
Post title	Programme Support Assistant	Grade / Salary	Pay Band F / £26,421 - £28,770 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	Ability to demonstrate an understanding of the project lifecycle and applied experience of the project or programme process.	CV/SS/ I
S2	Ability to support the implementation and development of a project or programme.	CV/SS/ I
S3	Ability to support the co-ordination of monitoring and reporting on projects and programmes performance.	CV/SS/ I
S4	Experience of providing support in working with internal and external stakeholders.	CV/SS/ I
S5	Ability to identify risks and issues and assist with proposing appropriate resolution.	CV/SS/ I
S6	Experience in researching and investigating information.	CV/SS/ I
S7	Experience of Information Technology packages including Microsoft Office, Outlook, SharePoint and PowerPoint.	A
S8	Experience of prioritising competing demands, working under pressure and with a systematic and flexible approach to ensure deadlines and business needs are met.	CV/SS/ I
S9	Experience of working accurately ensuring attention to detail, demonstrating initiative and resourcefulness and with minimal or no supervision	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	A demonstrable willingness to share information and work with other people.	I

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P3	Reliable, hardworking with a positive attitude to change, continuous improvement and delivering results.	I
P4	Commitment to follow procedures and respond to instructions from Senior Officers and Programme and Project Officers.	I
P5	A commitment to work flexibly and occasionally beyond normal 9-5 working hours if necessary to achieve deadlines and targets.	CV/SS/ I
P6	A commitment to travel around borough to attend meetings/facilitate workshops/focus groups and/or undertake work at other offices.	CV/SS/ I
Communication		
C1	Excellent written and verbal communication including presentation skills.	CV/SS/ 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/SS/ I
Qualifications		
Q1	A good standard of general education with previous experience of working within a project or programme role.	CV/SS/ C
Q2	A commitment to continuous development in relevant areas of expertise.	CV/SS/ C

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