



Person Specification			
<b>Post title</b>	Commercial Services Support Co-ordinator	<b>Grade / Salary</b>	Pay Band L / £40,221 - £41,418 per annum

**\* \* \* 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 \* \* \***

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	Experience of organising large scale and complex repetitive programmes of work	CV/SS, I
S2	Extensive experience of monitoring and supporting the delivery of key performance indicators in either a commercial or financial environment.	CV/SS, I
S3	Experience of supporting change and transformation projects, including assessment and implementation of new working methods that will deliver improved service standards, operational efficiencies and in the case of traded services, profitability.	CV/SS, I
S4	Ability to manage the delivery of specific projects in accordance with agreed project requirements.	CV/SS, I
S5	Good knowledge and experience in the use of all Microsoft Office software including; Word, Outlook, Excel, Access and PowerPoint.	CV/SS, I
S6	Extensive experience of working with performance data, undertaking benchmarking activities and identifying ways to improve performance, quality of service and / or reduce costs.	CV/SS, I
S7	Experience of producing management information reports in a range of formats for various audiences including Senior Managers and operational staff.	CV/SS, I
S8	Ability to manage the delivery of specific projects in accordance with agreed project requirements.	CV/SS, I
S9	An understanding and knowledge of equality standards and protocols.	CV/SS, I

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S10	A broad understanding of the importance of health and safety at work and an ability to reflect appropriate policies, risk assessments, safe systems of work in all service specifications and contract documentation.	CV/SS, I
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect.	I
P2	Ability to demonstrate initiative, work under pressure and achieve deadlines.	CV/SS, I
P3	Ability to work outside normal office hours, if required.	CV/SS, I
P4	Ability and willingness to travel both inside and outside of the Borough on Council business.	CV/SS, I
P5	The post is subject to enhanced DBS disclosure.	C
<b>Communication</b>		
C1	Effective oral and written communication skills including the ability to deliver presentations.	CV/SS, I
C2	Experience of producing management information reports in a range of formats for various audiences including Senior Managers and operational staff.	CV/SS, I
<b>Qualifications</b>		
Q1	A relevant degree (or equivalent qualification) and/or practical experience of working at a management / supervisory level within a similar discipline for a period of 3 years.	CV/SS, C
Q2	Evidence of ongoing personal development and commitment to improving personal skills and knowledge.	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

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**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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