



| Person Specification |  |              |     |
|----------------------|--|--------------|-----|
| <b>Post title</b>    | Assistant Policy and Research Officer (H/J Grade)<br>Policy and Research Officer (K Grade) | <b>Grade</b> | H-K |

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>H Grade</b>                                 |   |                      |
| <b>Skills, knowledge, experience – general</b> |   |                      |
| HS1  | Confident in the use of data - understanding how this is used to identify issues, support improvement, and inform strategy development. | CV/SS, I             |
| HS2  | Able to work with a high level of accuracy.   | CV/SS, I             |
| HS3  | Ability to prioritise work and deliver finished work to tight timescales.   | CV/SS, I             |
| HS4  | Good facilitation skills.   | CV/SS, I             |
| HS5  | Good knowledge of Microsoft Applications.   | CV/SS, I             |
| HS6  | Effective team player.  | CV/SS, I             |
| HS7  | Good interpersonal skills.  | CV/SS, I             |
| HS8  | Ability to work as part of a team engaged in multiple projects.   | CV/SS, I             |
| HS9  | Excellent organisational skills, working to tight timescales.   | CV/SS, I             |
| HS10   | Able to manage competing demands and personally resilient   | CV/SS, I             |
| HS11   | Willingness to undertake training and continuous professional development.  | CV/SS, I             |
| HS12   | Ability to embrace change and appropriately challenge the status quo.   | CV/SS, I             |
| HS13   | Willingness to work flexibly including working outside normal office hours including weekends and                                       | CV/SS, I             |

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|  | bank holidays.   |             |
| <b>Skills, knowledge, experience – role specific</b> |  |             |
| HS14   | Effective report writing skills including the preparation of analytical reports.   | CV/SS, I, E |
| HS15   | Good working knowledge of current public sector policy and legislation.  | 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           |
| <b>Communication</b>                                 |  |             |
| C1   | Good communication skills – oral and written.  | CV/SS, I    |
| <b>Qualifications</b>                                |  |             |
| HQ1  | A good standard of general education or experience of working within a similar role.   | CV/SS, C    |
| <b>J Grade</b>                                       |  |             |
| <b>Skills, knowledge, experience – general</b>       |  |             |
| JS1  | Ability to produce and present accurate, clear and concise analytical reports in a variety of formats for different audiences. | I           |
| JS2  | Experience of working on multiple projects with tight timescales and bringing these to a successful conclusion.                | I           |
| JS3  | Effective influencing skills and confidence to challenge when appropriate.   | I           |
| JS4  | Ability to lead on specific work, including effectively leading a team of officers on specific pieces of work.                 | I           |
| JS5  | Excellent interpersonal skills and a proven ability to work professionally across multiple service areas or agencies.          | I           |
| JS6  | Excellent communication skills (written, oral and presentational).   | I           |
| <b>Skills, knowledge, experience – role specific</b> |  |             |
| JS7  | Excellent facilitation skills and ability to apply to achieve required objectives in different forums – in                     | I           |

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|  | leading meetings and workshops but also in other settings.  |      |
| JS8  | Excellent stakeholder engagement skills with ability to work effectively with senior managers, elected members, partners and residents.   | I    |
| JS9  | Ability to understand and interpret national and regional policy.   | I    |
| JS10   | Demonstrable experience in stakeholder engagement.  | I    |
| JS11   | Experience of conducting the analysis, interpretation and presentation of data to provide intelligence support to meet the needs of a wide range of stakeholders.                               | I    |
| <b>Qualifications</b>                          |   |      |
| JQ1  | Holding a Level 3 qualification relevant to the post  | I, C |
| <b>K Grade</b>                                 |   |      |
| <b>Skills, knowledge, experience – general</b> |   |      |
| KS1  | Ability to lead on more complex and risky work, including managing a multi-disciplinary project team.   | I    |
| KS2  | Demonstrable leadership and staff development skills.   | I    |
| KS3  | Proven experience of leading on resolving complex issues.   | I    |
| KS4  | Excellent facilitation skills and ability to apply these to achieve required objectives in different forums – such as leading meetings and workshops, but also in other settings.               | I    |
| KS5  | Experience of working effectively with senior managers, elected members and partners, demonstrating influence and challenge where appropriate.  | I    |
| KS6  | Ability to create and maintain effective working relationships across multiple services.  | I    |
| KS7  | Proven ability to lead a team in the completion of high profile, often complex, projects.   | I    |
| KS7  | Highly developed communication skills. Significant experience of communicating with varied audiences including Senior Officers and Elected Members. Ability to explain/ present complex issues. | I    |
| KS9  | Experience of writing and presenting reports and briefings using the Council's templates, including performance reports to department management team, and Council meetings and committees.     | I    |

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| Skills, knowledge, experience – role specific |  |      |
|---|--|------|
| KS10  | Experience in development, implementation, monitoring and updating of policy and strategy. | I    |
| KS11  | Knowledge of statutory and regulatory frameworks.  | I    |
| KS12  | Skilled in facilitating effective corporate planning.                                      | I    |
| KS13  | Experience of evaluating work to determine effectiveness and help shape future approaches. | I    |
| Qualifications                                |  |      |
| KQ1   | Holding a Level 4 or above qualification relevant to the post                              | 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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