



Person Specification			
Post title	IT Officer	Grade / Salary	Pay Band G - £31,067 - £32,654

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 in an IT Application Support team, supporting front-line applications, and working collaboratively in a team to support development projects.	CV/SS, I
S2	Ability to assist in the analysis of problems and contribute to the restoration of service.	CV/SS, I
S3	Ability to work and communicate with customers to resolve operational issues and discuss work assignments.	CV/SS, I
S4	Ability to manage own time and prioritise workload, with the ability to work to tight timescales.	CV/SS, I
S5	Good inter-personal skills.	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 demonstrated willingness to share information and work with other people.	CV/SS, I
P3	Ability to demonstrate a strong commitment to equality, diversity, and inclusion.	CV/SS, I
P4	Ability to demonstrate enthusiasm and commitment to own professional development and that of other colleagues.	CV/SS, I
Communication		
C1	Ability to communicate professionally as part of a team.	CV/SS, I
Qualifications		
Q1	A relevant professional or academic qualification to NVQ4 or an equivalent level of proven experience relevant to the requirements of the post	CV/SS, C

June 2024





Knowsley Council

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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