



Person Specification			
Post title	Travel Support Officer	Grade	Band G / £31,067 - £32,654 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
Skills, knowledge, experience		
S1	Experience of dealing with highly complex and challenging situations.	CV/SS, I
S2	Experience of multi-agency working and participating in multi-agency meetings.	CV/SS, I
S3	Experience of working in a team and supporting a strategic approach.	CV/SS, I
S4	Experience of delivering training programmes.	CV/SS, I
S5	Extensive experience in the use of IT including Microsoft Office Suite including the ability to create complex spreadsheets and presentations.	CV/SS, I
S6	Understanding of the Social Model of Disability and Inclusion.	CV/SS, I
S7	Knowledge of relevant legislations and policy e.g. Children and Families Act 2014, Disability Discrimination Act, The Care Act 2014.	CV/SS, I
S8	Good organisational and planning skills and ability to work under pressure.	CV/SS, I
S9	Ability to work on own initiative.	CV/SS, I
S10	Ability to set up and maintain a spreadsheet to record Travel Training information as required.	CV/SS, I
S11	Good communication skills both oral and written.	CV/SS, I
S12	Ability to meet strict deadlines and work under pressure and communicate effectively at meetings and through written reports.	CV/SS, I
S13	Ability to work with a minimum of supervision.	CV/SS, I
S14	Ability to liaise professionally with staff at all levels and members of the public.	CV/SS, I

June 2024





S15	Ability to analyse and evaluate data.	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
Communication		
C1	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	Relevant qualifications in literacy, numeracy and Information Technology (GCSE A-C, ECDL or equivalent.	CV/SS, C
Q2	NVQ Level 3 in Childcare and Education, NND, Health and Social Care Qualification would be desirable.	CV/SS, C
Q3	Level 2 OCN Travel Training Qualification is highly desirable.	CV/SS, C
Health and Safety		
H1	Ability to use equipment as instructed and trained. Ability to inform management of any health and safety issues which could place individuals in danger.	I

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**

June 2024





Knowsley Council

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.

June 2024

