



Person Specification			
Post title	Records Officer	Grade	F

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	Cataloguing using a records management or library management system	CV/SS, I
S2	Classification of stock/records using internationally recognised classification scheme	CV/SS, I
S3	Understanding of principals of classification and records retention Ideally with and understanding of the Local Government Classification Retention Scheme (LGCrS) or other retention policy schema	CV/SS, I
S4	Experience in auditing/reviewing records against a set criteria	CV/SS, I
S5	A demonstrable willingness to share information and work with other people	CV/SS, I
S6	Adequate level of strength and fitness to be able to lift boxes of records and climb ladders where required	CV/SS, I
S7	Driving Licence or equivalent mobility	CV/SS, I
S8	Ability to work with high standards of accuracy for data entry to timescales	CV/SS, I
S9	Knowledge and experience of using generic scanning software and indexing systems	CV/SS, I
S10	Ability to work both independently and as part of a team	CV/SS, I
S11	Ability to provide statistical information	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I

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Qualifications		
Q1	Good general standard of education e.g. GCSEs, NVQ. A qualification in Information Management or Records management or Librarianship or Administration would be desirable	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

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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