



Person Specification			
Post title	Principal Intelligence and Insight Officer	Grade	O-Q (Career Graded)

This is a career-graded post and can be undertaken at O, P or Q grade with the requirements of job in terms of tasks as set out in the job description and in terms of skills, experience and qualifications as set out in this person specification. To move up the grades you must be assessed against your ability to undertake the tasks at the higher grade and meet the requirements set out in the person specification. This assessment will be undertaken by the line manager and must be endorsed by the Head of Service and HR.

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	Knowledge of statutory and regulatory frameworks, particularly in relation to the use of data in local government setting.	CV/SS, I
S2	Proactive and self-motivated with a passion for improving public services through intelligence-driven approaches.	CV/SS, I
S3	Ability to support the facilitation of effective corporate planning and its implementation.	CV/SS, I
S4	Effective line management skills – experience in designing and overseeing the team’s workplan to deliver against the team’s work programme and meet Council objectives	CV/SS, I
S5	Exceptional analytical skills with the ability to interpret complex data, identify trends and produce actionable insights. Good knowledge of a range of qualitative and quantitative methodologies and approaches to different data	CV/SS, I
S6	Effective report writing skills including the preparation of complex and sensitive reports, briefing notes and formal reports in range of formats for a range of audiences (including Executive Directors, Elected Members and partnership fora)	CV/SS, I

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S7	Ability to effectively use appropriate computer applications to a high level of expertise including databases, spreadsheets and survey analysis software to manage and analyse data.	CV/SS, I
S8	Experience of using and having a good understanding of data related to a variety of sectors, including health, crime, demography, economy and social care.	CV/SS, I
S9	Experience of evaluating work to determine effectiveness and help shape future approaches	CV/SS, I
S10	An ability to present highly complex and sensitive information to other statistical specialists and non-specialist audiences and individuals	CV/SS, I
S11	Experience of developing technical solutions to presenting information, including developing dashboards and presentations.	CV/SS, I
S12	Strong attention to detail, ensuring accuracy and reliability of intelligence outputs.	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
C1	Excellent stakeholder engagement skills with ability to effectively lead projects with senior managers, Elected Members, partners and residents to develop and implement intelligence and insight projects.	CV/SS, I
C2	Excellent facilitation skills - experience in achieving required objectives in different forums – and in leading meetings and workshops with key decision makers and partners.	CV/SS, I
Qualifications		
Q1	Minimum degree level attainment or equivalent experience	CV/SS, C
Q2	Commitment to continuous professional development and learning in the field of intelligence and insight.	I

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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