



Person Specification			
<b>Post title</b>	Programme Development Officer	<b>Grade</b>	N

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>Skills, knowledge, experience</b>		
S1	Ability to embrace the values of KMBC.	CV/SS, I
S2	Can demonstrate a detailed understanding of how the project lifecycle is practised within complex projects and programme settings and the use of relevant methodology.	CV/SS, I, E
S3	Experience of programme and project planning, co-ordinating information, resource and budget management within a complex programme and project environment.	CV/SS, I, E
S4	Experience of managing governance and sponsorship arrangements including internal and external partners across a range of complex projects.	CV/SS, I
S5	Experience of managing multiple stakeholders and partnerships in a complex project environment.	CV/SS, I, E
S6	Experience of identifying and resolving issues and the ability to manage strategic issues.	CV/SS, I
S7	Demonstrate previous experience of pro-actively managing change within a complex project or programme.	CV/SS, I, E
S8	Experience of monitoring performance and benefit realisation of projects.	CV/SS, I
S9	Experience of working independently, managing core tasks and prioritising activities to ensure results are delivered.	CV/SS, I
S10	Experience of generating new ideas and challenging old methods and processes.	CV/SS, I
S11	Demonstrate skills in researching and investigating information, especially in relation to developments affecting national and local government, and the ability to draw on these perspectives to influence work.	CV/SS, I
S12	Experience of Information Technology packages including Microsoft Office, Outlook, SharePoint and PowerPoint	CV/SS, I

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S13	Ability to work accurately and pay attention to detail.	CV/SS, I
S14	Ability to think ahead and anticipate the changing requirements within the team and plan to meet these requirements.	CV/SS, I
S15	Work closely with other support areas of the Council including Performance, Impact and Intelligence (PII), business improvement and business support to ensure effective and efficient delivery of the business.	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	Excellent written and verbal communication including effective report writing and presentation skills.	CV/SS, I
C2	Actively work towards effective communication within the team and with working collaboratively with other internal / external stakeholders and clients, to ensure all project deadlines and expected outcomes are achieved.	CV/SS, I
<b>Qualifications</b>		
Q1	Degree, formal qualification, or relevant experience in a relevant discipline.	CV/SS, C
Q2	Evidence of continuous professional development in relevant areas of expertise.	CV/SS, C
Q3	A recognised Project Management qualification and or a track record of successful application of such management systems to real project.	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.**

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- **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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