



## Person Specification

<b>Post title</b>	Intelligence Officer – Children’s Services	<b>Grade</b>	H-K (Career Graded)
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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>		
<b>Grade H</b>		
S1	Confident in the use of data - understanding how this is used to identify issues, support improvement and inform strategy development.	CV/SS, I
S2	Able to work with a high level of accuracy.	CV/SS, I
S3	Ability to prioritise work and deliver finished work to tight timescales.	CV/SS, I
S4	Good facilitation skills.	CV/SS, I
S5	Understanding of/ interest in performance management within Local Government.	CV/SS, I
S6	Good knowledge of Microsoft Applications.	CV/SS, I
<b>Grade J</b>		
S7	Experience of working within a performance/ business intelligence role in Children’s Services	CV/SS
S8	Experience of establishing and maintaining complex systems for the collection and interpretation of large data sets.	CV/SS, I
S9	Experience of using reporting and analysis tools (such as Power BI, SSRS, SQL) to extract and analyse information from databases.	CV/SS, I
S10	Ability to produce and present accurate, clear and concise analytical reports in a variety of formats for different audiences.	CV/SS, I, E

May 2025





S11	Experience of completing and quality assuring complex data sets and statistical returns across Children's Services.	CV/SS, I
S12	Ability to explain performance calculations/ methodology to services.	CV/SS, I
S13	Experience of working on multiple projects with tight timescales and bringing these to a successful conclusion.	CV/SS, I
<b>Grade K</b>		
S14	Highly developed understanding of the Council's performance framework and the ability to implement this across multiple services (including business planning, and performance and risk management).	I
S15	Demonstrable leadership and staff development skills.	I
S16	Proven experience of leading on resolving complex issues.	I
S17	Experience of analysing and interpreting large, complex datasets with an ability to present findings in a variety of formats and provide narrative of the implications and context.	I
S18	Excellent facilitation skills and ability to apply these to achieve required objectives in different forums – such as leading meetings and workshops, but also in other settings.	I
S19	Experience of working effectively with senior managers, elected members and partners.	I
S20	Leading on the development of key performance and risk management reports, co-ordinating the work of officers within the team to ensure these are completed on time and are quality assured.	I
S21	Leading on the completion and submission of statutory returns across Children's Services.	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>Grade H</b>		
P2	Good interpersonal skills.	CV/SS, I

May 2025





P3	Ability to work as part of a team engaged in multiple projects.	CV/SS, I
P4	Excellent organisational skills, working to tight timescales, managing competing demands and personally resilient.	CV/SS, I
P5	Willingness to undertake training and continuous professional development, including a Data Technician qualification or equivalent.	
<b>Grade J</b>		
P6	Excellent interpersonal skills and a proven ability to work professionally across multiple service areas or agencies.	CV/SS, I
P7	Ability to facilitate discussions regarding Children's Services business intelligence, performance and risks.	CV/SS, I
<b>Grade K</b>		
P8	Ability to create and maintain effective working relationships across multiple services.	I
P9	Ability to facilitate discussions and provide challenge/ solutions regarding Children's Services business intelligence/ performance data, and in the scoring and management of risks.	I
P10	Proven ability to lead a team in the completion of high profile, often complex, projects.	I
<b>Communication</b>		
C1 Grade H	Good communication skills.	CV/SS, I
C2 Grade J	Excellent communication skills (written, oral and presentational).	CV/SS, I
C3 Grade K	Highly developed communication skills. Significant experience of communicating with varied audiences including Senior Officers and Elected Members. Ability to explain/ present complex issues.	I

May 2025





	Experience of writing reports and briefings using the Council's templates, including performance reports to department management teams, and Council meetings and committees.	I
<b>Qualifications</b>		
Q1 Grade H	A good standard of general education or experience of working within a similar role.	CV/SS, C
Q2 Grade J	Holding, or working towards, a technical qualification relevant to the post.	CV/SS, C
	Or significant experience of using reporting/ analytical tools (such as Power BI, SQL, SSRS, MS Excel advanced user) to extract, analyse and report data from the Council's Children's Services systems (e.g, SystemC - EYES, EHM, LCS)	CV/SS, I
Q3 Grade K	Qualified Data Technician or equivalent	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.

May 2025

