



Person Specification			
Post title	Pensions Assistant	Grade	E / £26,403 - £28,142 per annum

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	Confident using Microsoft Office (especially Excel, Word, Outlook).	CV/SS, I
S2	Ability to handle queries sensitively and professionally.	CV/SS, I
S3	Capable of prioritising tasks and managing time effectively.	CV/SS, I
S4	Works well with others and contributes to a collaborative environment.	CV/SS, I
S5	Awareness of GDPR, confidentiality protocols, and data security practices	CV/SS, I
S6	High level of accuracy and attention to detail	CV/SS, I
S7	Ability to interpret payroll and pension information	CV/SS, I
S8	Ability to manage time effectively and meet strict deadlines	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	Clear written and verbal communication skills.	CV/SS, I
Qualifications		
Q1	GCSEs or equivalent in Maths and English at a minimum of level 4/Grade C	CV/SS, C
Q2	Pensions Administration Qualifications	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

June 2024





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.

June 2024

