



Person Specification			
Post title	Children's Transformation and Development Support Officer	Grade	G

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	Experience of general administration within a busy office environment.	CV/SS, I
S2	The ability to be articulate in relation early help and prevention, and wider Children's services	CV/SS, I
S3	The ability to deliver accurate and competent work.	CV/SS, I
S4	To be able to demonstrate a commitment to working to consistently high standards whether individually or as a member of a team.	CV/SS, I
S5	To have a high degree of flexibility, with the ability to prioritise workloads, often to tight deadlines, and to work with a variety of partners.	CV/SS, I
S6	To support, appreciate and value the contribution of others.	CV/SS, I
S7	To be hardworking, courteous and co-operative.	CV/SS, I
S8	To possess a high level of interpersonal skills.	CV/SS, I
S9	To demonstrate an ability to communicate in an open and honest manner.	CV/SS, I
S10	To be aware of equal opportunities issues and have the ability to work in a non discriminatory way.	CV/SS, I
S11	To demonstrate a commitment to improving our services.	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 oral, written and presentational communication skills.	CV/SS, I
Qualifications		

June 2024





Q1	Good standard of education including English and Maths and relevant experience	CV/SS, C
Q2	ICT literate/ Microsoft Office skills	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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