



Person Specification			
Post title	Principal Revenues & Benefits Manager	Grade	Grade P

* * * This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months * * *

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	Extensive experience working in a senior role within a Revenues environment, with extensive technical knowledge of Sundry Debtors, Reconciliation and Financial Assessment legislation and practice	CV/SS, I
S2	Ability to understand and interpret government legislation and policies so that they can be implemented effectively within the Service	CV/SS, I
S3	Knowledge and sensitivity of working in a political organisation to deliver organisational priorities	CV/SS, I
S4	Proven track record of establishing positive relationships with Councilors, senior managers, staff, and external partners in a way that establishes confidence, credibility and trust.	CV/SS, I
S5	Ability to interpret and explain complex financial and non-financial issues to ensure the effective transfer of ideas and information.	CV/SS, I
S6	Evidence of developing and managing effective customer driven services and working in complex stakeholder environments.	CV/SS, I
S7	Management experience at both a strategic and operational level, with a proven track record of developing staff potential and addressing underperformance and inefficiency.	CV/SS, I
S8	Clear understanding of the Council’s priorities and how Sundry Debtors, Reconciliation and Financial Assessment can support in delivering against those priorities.	CV/SS, I
Personal attributes and circumstances		

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P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	A demonstrable willingness to share information and work with other people.	I
P3	A responsive and proactive approach to managing the workload and flexibility to work outside normal hours when required.	I
Communication		
C1	Able to communicate effectively at all levels both verbally and in writing	CV/SS, I
Qualifications		
Q1	IRRV qualified or equivalent level of proven experience relevant to the role	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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