



Person Specification			
Post title	KSCP- Quality Assurance Officer	Grade	Pay Band M / £45,091 - £46,142 per annum

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
<b>Skills, knowledge, experience</b>		
S1	Ability to gather & analyse information & data to produce clear, concise & accessible reports	CV/SS, I
S2	Experience of effective multi-agency partnership working in relation to safeguarding	CV/SS, I
S3	Experience of performance, quality and audit systems	CV/SS, I
S4	Experience of using a range of IT applications including Excel, Word, Electronic Management Systems, PowerPoint and Outlook.	CV/SS, I
S5	Ability to contribute to the development of policies and procedures as required	CV/SS, I
S6	Effective presentation & facilitation skills	CV/SS, I
S7	Sound knowledge of the safeguarding system	CV/SS, I
S8	Sound knowledge of legislation, practice, policy and procedures in safeguarding children	CV/SS, I
S9	Strong understanding of the work of the Safeguarding Children Partnership	CV/SS, I
S10	Solution focused approach to problem solving	CV/SS, I
S11	Work within the equality and diversity frameworks of partner agencies	CV/SS, I
S12	Highly organised, with the ability to manage multiple priorities and deadlines	CV/SS, I
S13	Strong attention to detail, accuracy, and the ability to work independently.	CV/SS, I
<b>Personal attributes and circumstances</b>		

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P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
<b>Communication</b>		
C1	Ability to communicate complex information clearly to a range of audiences	CV/SS, I
<b>Qualifications</b>		
Q1	Educated to degree level or equivalent	CV/SS, C
Q2	Evidence of ongoing professional development	CV/SS, I

**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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