



Person Specification			
Post title	Director (Education and Inclusion)	Grade	Director Band

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	Experience of the management and improvement of the Education and Inclusion function.	CV/SS, I
S2	Knowledge and practical experience in Education and Inclusion, ensuring services are planned, delivered, and reviewed to meet children and young people’s needs.	CV/SS, I
S3	Knowledge and understanding of the strategic, regulatory, and political context within which local government operates with the ability to lead the service areas within the post.	CV/SS, I
S4	Ability to lead, inspire and motivate others creating a culture of proactive service delivery and continuous improvement.	CV/SS, I
S5	Strong and varied record of achievement at a senior level in Education and Inclusion in complex political environments, preferably in local and/or central government.	CV/SS, I
S6	Demonstrable track record of improving outcomes for all with the ability to anticipate and understand the needs of local authorities and translate them into solutions and outcomes.	CV/SS, I
S7	Experience of successfully implementing strategies to improve services within the public sector.	CV/SS, I
S8	Significant and in-depth experience of managing complex projects.	CV/SS, I
S9	Significant experience of strategic financial management and successfully prioritising and targeting resources.	CV/SS, I

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S10	Experience and ability to build effective working relationships with a wide range of stakeholders. Be able to negotiate, influence and give clear, persuasive advice to senior officers, Members, trade union representatives.	CV/SS, I
S11	Able to deliver and lead others under pressure, prioritising work against competing demands to meet deadlines.	CV/SS, I
S12	Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way.	CV/SS, I
S13	Proven experience in leading, co-ordinating and assuring statutory inspection regimes, ensuring services are consistently prepared, compliant and able to demonstrate high quality practices and outcomes.	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	Flexible approach to working hours with the ability to occasionally work outside normal hours, to attend meetings inside and outside the Borough and undertake corporate work outside the scope of the main job responsibilities.	I
P3	A demonstrable commitment to equality, diversity, and inclusion.	I
P4	Current driving licence and availability of vehicle or equivalent mobility.	CV/SS
Communication		
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people’s points of view.	CV/SS, I
C2	Ability to communicate at times complex information clearly using simple, commonly accepted language.	CV/SS, I
Qualifications		
Q1	A recognised professional qualification in a relevant field	CV/SS, C
Q2	Membership of a relevant professional body/equivalent organisation.	CV/SS, C
Q3	Evidence of continued professional development.	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview

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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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