



Person Specification			
Post title	Senior Revenues Officer	Grade	Grade H £34,434.00 to £36,363.00

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	Current experience of working in Exchequer Services with a detailed and indepth knowledge and understanding of data input systems relevant to the Services; NEC Solutions and NEC Enterprise.	CV/SS, I
S2	Ability to demonstrate a range of up-to-date working knowledge of Non-Domestic Rates (Business Rates), with an understanding of Council Tax administration, including relevant legislation, processes and customer interaction.	CV/SS, I, T
S3	Demonstrate knowledge and/or experience of property valuation processes, including new builds, banding/valuation matters, and the administration of Council Tax schedules.	CV/SS, I, T
S4	An ability and willingness to work flexibly across all Council services in order to meet changing demands and support service improvement and efficiencies.	CV/SS, I
S5	Ability to self motivate, plan activities and projects and prioritise work to ensure that targets and deadlines are achieved.	CV/SS, I
S6	Experience of Performance Monitoring & Reporting	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	Understanding of the principles of Data Protection and Data Security including the impact of data breaches on both the individual and the authority.	CV/SS, I
P3	Commitment to flexibility, willingness to work beyond normal 9-5 if necessary.	CV/SS, I
Communication		
C1	For customer facing roles only - the ability to speak fluent English	I

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C2	Ability to communicate effectively at all levels face to face, verbally and in writing	CV/SS, I
C3	An appreciation of the principles of customer care within a Revenues and Benefits environment.	CV/SS, I
Qualifications		
Q1	Professionally qualified is desirable although the willingness to study for IRRV technician or other relevant qualification essential. Or able to demonstrate an excellent level of technical knowledge gained in a Revenues & Benefits environment.	CV/SS, C, I
Health & Safety		
H1	Ability to inform management of any health and safety issues which could place individuals in danger Ability to use equipment as instructed and trained	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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