



Person Specification			
Post title	Technical Assistant: Highways Development Control	Grade	Grade F / £28,598 to £31,022

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	Working knowledge or awareness of current traffic and highway design guidance, principles and best practice.	CV/SS, I
S2	Knowledge or awareness of development control policies, standards, procedures and legal agreements, with experience of development management relating to highways and traffic issues, including supporting the assessment and discharge of planning conditions and associated processes.	CV/SS, I
S3	Knowledge or awareness of highways legal matters relating to the delivery of highway works by third parties, particularly Section 278 and Section 38 agreements, and their associated processes.	CV/SS, I
S4	Recent, demonstrable experience using highway network and/or asset management systems (e.g. Symology, Confirm, Idox/Uniform or similar systems), together with experience of addressing/LLPG systems (e.g. GeoPlace), and an understanding of the systems, policies, procedures and legislation associated with highway network management.	CV/SS, I
S5	Good working knowledge of Microsoft Word, Excel and Outlook. Must be fully computer literate with the willingness and ability to learn new ICT systems.	CV/SS, I
S6	Ability to collate, interpret and analyse information, manage data effectively, and maintain accurate records in a timely manner.	CV/SS, I
S7	Ability to work effectively under pressure, managing competing priorities and workloads, while recognising the wider impact of decisions on network users and the Council.	CV/SS, I
S8	Ability to analyse and interpret technical specifications, drawings and associated issues.	CV/SS, I

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Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
	Demonstrates a willingness to share information and work collaboratively with others.	I
	Maintains a positive attitude and performs effectively in challenging situations.	I
	Ability to be flexible in approach to duties, with a willingness to adapt to changing priorities and occasionally work outside normal hours.	I
	Required to have a current full driving license and access to personal transport (or equivalent mobility).	I
Communication		
C1	Demonstrates effective communication skills, including a willingness to share information and work collaboratively with others, with the ability to listen, understand and respond appropriately, taking account of different perspectives.	CV/SS, I
Qualifications		
Q1	NVQ Level 3, ONC, HNC or equivalent qualification in a relevant discipline, or significant demonstrable experience within a highways environment.	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**

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Knowsley Council

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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