



Person Specification			
<b>Post title</b>	Trainee Organisational Development Practitioner	<b>Grade</b>	J-L

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 Grade J	Good understanding of various organisational development diagnostic, intervention and evaluation tools and approaches, adapting and flexing these to support diverse staff groups.	CV
S2 Grade J	Experience of developing and implementing people development and organisational development projects and measuring their effectiveness, whilst also being in line with legislative and legal requirements.	CV/I
S3 Grade J	The ability to work as part of a team and manage conflicting demands simultaneously with the ability to solve workforce problems or challenges.	CV/I
S4 Grade J	Good project management, budget management and IT skills, with strong attention to detail on specific work programmes where appropriate.	CV
S5 Grade J	Good data analysis and quality assurance skills, with the ability to make recommendations and suggestions to improve performance and engagement from the data analysed.	CV/I
S6 Grade K	Experience in people development and organisational development with a proven track record of leading innovative and measurable transformational, organisational/cultural change programmes in diverse, large and complex organisations.	CV/I
S7 Grade L	Awareness/understanding and experience of a range of organisational development disciplines such as culture and leadership, talent management, succession planning, employee engagement, equality, diversity and inclusion, wellbeing and learning and a passion for improving the experience for employees at work.	P
<b>Personal attributes and circumstances</b>		

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P1 Grade J	You must adhere to, and role model, the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect as well as inclusive work practices.	I
P2 Grade J	Ability to work on own initiative and as part of a team consistently well, whilst meeting conflicting demands	CV/I
P3 Grade J	Customer focused with a passion for providing the best quality seamless employment experience for our workforce	CV/I
P4 Grade K	Highly organised and reliable, leading and supporting initiatives with enthusiasm, integrity and personal resilience.	CV/I
P5 Grade L	Proactively identify and act on areas where culture can be improved, even if outside of organisational development work area and recognise and where appropriate escalate politically sensitive issues/corporate risks.	CV/I
P6 Grade L	Experience of influencing, coaching, motivating and encouraging the development of others.	I
<b>Communication</b>		
C1 Grade L	Strong communication, influencing, facilitation, coaching and consultancy skills	CV/I/P
C2 Grade L	Ability to build and maintain positive working relationships with a wide range of stakeholders including Senior Leaders and Elected Members	CV/I
<b>Qualifications</b>		
Q1 Grade J	An organisational development / HR / psychology qualification or equivalent experience across a range of disciplines	CV / C
Q2 Grade K	CIPD Level 5 or equivalent qualification	CV/C
Q3 Grade L	Evidence of continuous professional development.	CV

**CV/SS** = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview  
**P** = Presentation **AC** = Assessment Centre **T** = Test

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**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.

*January 2026*

