



Person Specification			
Post title	Public Law Outline Coordinator	Grade	K / £39,862 - £41,771

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	Excellent client relationship skills demonstrated through substantial experience in dealing with a wide range of clients, including team managers and solicitors	I, E
S2	The ability to effectively plan and work independently with drive, motivation, enthusiasm and energy.	CV/SS, I, E
S3	Ability to enjoy working as part of a team and a willingness to be flexible to deputise for colleagues.	I
S4	Exceptional grasp of current issues facing Childrens Services with a focus on the Public Law Outline	CV/SS, I, E, P
S5	Excellent communication skills including report writing, briefings, oral ability, and confidence in presenting information to a variety of stakeholders including clients and the courts.	CV/SS, E, P
S6	Analytical skills which allow complex issues to be summarised and presented /communicated in a simplistic and understandable manner.	E
S7	Excellent inter-personal skills.	I, E
S8	Ability to think creatively and imaginatively to make an effective contribution to the Council’s business and apply innovation to the generation and maximisation of resources into the Council.	I, E, P
S9	Experience of the delivery of child protection and adult social services in relation to child protection and adult social services, legal advice and guidance including advocacy at court hearings on behalf of a local authority.	CV/SS, I
Personal attributes and circumstances		

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P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
C1	The ability to speak fluent English	I
Qualifications		

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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