



Person Specification			
Post title	Education Sufficiency and Place Planning Officer	Grade	Grade L

* * * 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 leading workstreams that include needing to work with external partners	CV/SS, I
S2	Experience of producing and monitoring high level data to inform planning and problem solving.	CV/SS, I
S3	Experience in gathering and analysing written and numerical information - presenting it clearly to a range of audiences.	CV/SS, I
S4	Proven problem-solving skills and ability to analyse and evaluate information.	CV/SS, I
S5	Effective influencing skills and experience of negotiations with a variety of stakeholders.	CV/SS, I
S6	Excellent interpersonal skills with the ability to work as an individual and within a team in an environment of competing priorities and tight deadlines.	CV/SS, I
S7	Good knowledge of national education policy and the role of local authorities.	CV/SS, I
S8	Excellent IT skills, preferably including experience of using Microsoft Office software such as Outlook, Word, Excel and TEAMS.	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	Outstanding organisational skills: ability to plan ahead, manage priorities, manage workload, allocate time and manage deadlines.	CV/SS, I

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Communication		
C1	Excellent inter-personal skills including ability to communicate and present well orally and in writing to a diverse range of audiences	I
C2	A demonstrable willingness to share information and work with other people as part of a team including the ability to listen, communicate with and understand others, taking account of other people's points of view.	CV/SS, 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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