



Person Specification			
Post title	Independent Living Contracts Officer	Grade	K / £39,862 - £41,771 per annum

* * * 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	Working knowledge of a range of independent living services including occupational therapy services and Disabled Facilities Grants so that legislative requirements and best practice is demonstrated at all times.	CV/SS, I
S2	An understanding of the needs of service users within our communities	CV/SS, I
S3	Experience or detailed knowledge of engagement, consultation, and co-production	CV/SS, I
S4	Ability to contract manage externally commissioned services so that they delivered the agreed specification and achieve their performance targets.	CV/SS, I
S5	Experience of working effectively in partnership with other organisations and agencies towards mutually beneficial objectives.	CV/SS, I
S6	Ability to managing budgets and utilise systems of financial management in line with organisational financial procedures and regulations.	CV/SS, I
S7	Experience of successfully managing change.	CV/SS, I
S8	Competent user of MS Office, specifically Word, Excel, PowerPoint and Outlook	CV/SS, I
S9	Experience using client databases to record and search information.	CV/SS, I
S10	Ability to manage time, plan and prioritise work when there are competing demands	CV/SS, I
S11	Possess an understanding, determination, and commitment to the pursuit of equal opportunities and anti-discriminatory practice for service users/carers and within the organisation	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	CV/SS, I
P2	Demonstrate a personal commitment to continuous learning and development	CV/SS, I
P3	Demonstrate a commitment to working as part of a team in a flexible and responsive manner	CV/SS, I
P4	Demonstrate a commitment to positively embedding change in teams	CV/SS, I
Communication		
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people’s points of view.	CV/SS, I
C2	The ability to work in co-production with people who use services and their carers	CV/SS, I
C3	Excellent oral, interpersonal, and written communication skills	CV/SS, I
Qualifications		
Q1	A good general education is essential, and a management qualification is desirable.	CV/SS/C
Q2	Track record of continuous relevant personal and professional development	CV/SS/C, 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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