



Person Specification			
Post title	Commissioning and Contracts Officer	Grade	M

* * * 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 within a commissioning environment	CV/SS/I
S2	An understanding of the needs of service users within our communities	CV/SS/I
S3	Experience of successfully managing change	CV/SS/I
S4	Specialist knowledge and skills re commissioning, needs analysis and strategy development and implementation.	CV/SS/I
S5	An understanding of and sensitivity to the political judgements influencing both the overall objectives of the City Council and ability to work with all political parties.	CV/SS/I
S6	An understanding of the major strategic and operational challenges facing local government and the public sector, along with an awareness of the opportunities available for improved collaboration and partnership working required in order to respond to increasing service demands and substantial reductions in available resources.	CV/SS/I
S7	Experience of working effectively in partnership with other organisations and agencies towards mutually beneficial objectives.	CV/SS/I
S8	Experience or detailed knowledge of engagement, consultation, and co-production	CV/SS/I
S9	Relevant experience in providing services to support corporate activities at a service level.	CV/SS/I
S10	Competent user of MS Office, specifically Word, Excel, PowerPoint, and Outlook	CV/SS/I/T

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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
P2	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	CV/SS/I
P3	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	CV/SS/I
P4	A demonstrable willingness to share information and work with other people.	CV/SS/I
P5	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	CV/SS/I
P6	Expertise in operating within the council’s statutory and legal responsibilities	CV/SS/I
P7	Successfully promoting equality of opportunity both in employment and service delivery.	CV/SS/I
P8	Ability to demonstrate good organisational skills	CV/SS/I
P9	Project management skills	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

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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.

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