



Person Specification			
Post title	Head of Safeguarding and Quality Assurance (Adults)	Grade	PMG5

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	Ability to manage and drive through change and a proven ability to initiate and implement practical policy solutions	CV/SS, I
S2	Experience of multi-disciplinary strategic planning and performance monitoring which supports Council and partner priorities	CV/SS, I
S3	Proven ability to develop, maintain, embed and promote a performance culture across the organisation	CV/SS, I
S4	Proven ability to spot trends, patterns, and interdependencies between issues making the necessary changes to systems and processes and bringing together work streams	CV/SS, I
S5	Evidence of innovative thinking, encouraging ideas from across teams, creatively working around new constraints and challenges	CV/SS, I, T
S6	A high degree of political awareness and sensitivity, including experience of influencing, giving advice to, and building effective working relationships with senior managers and/or Members and partner organisations.	CV/SS, I, T
S7	Good interpersonal and relationship management skills, ability to work within a team towards common objectives, with a demonstrable willingness to share information and work with other people	CV/SS, I
S8	Knowledge and understanding of local government and health systems	CV/SS, I, T
S9	Ability to plan and organise your own time, to meet tight deadlines and work flexibly including some	CV/SS, I, T

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	evening work and the ability to organise your own and others work effectively	
S10	Awareness of and commitment to equality and diversity principles	CV/SS, I
S11	Ability to demonstrate strategic thinking, effective leadership and management skills including detailed knowledge of organisational policies	CV/SS, I
S12	Knowledge of effective Quality Assurance management systems and the ability to design plan and deliver systems	CV/SS, I
S13	Knowledge of effective management practices, particularly as they relate to planning to achieve agreed outcomes and leading and developing others	CV/SS, I, T
S14	Ability to apply solution focused approaches to problem solving and make decisions of a highly complex nature with consideration of associated risk factors	CV/SS, I, T
S15	Ability to apply effective conflict resolution skills using appropriate approaches to sustained improvement including coaching	CV/SS, I
S16	Ability to work in partnership and develop trust, respect and co-operation of a broad spectrum of partners	CV/SS, I
S17	Ability to take advantage of, and effectively use information technology and to ensure and manage the consistent use across the team	CV/SS, I
S18	Ability to demonstrate commitment to own continuing professional development and to support and motivate that of other colleagues	CV/SS, I
Personal attributes and circumstances		
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
C2	High level of communication skills – written, oral and presentational, including the ability to interpret complex data and information through accessible reports, briefings and presentations to a range of audiences	CV/SS, I, T
Qualifications		
Q1	A recognised academic and/or management qualification (Level 5 or above) and a recognised	CV/SS, C

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	qualification in social work, current registration with Social Work England and significant evidence of continuous professional development	
Q2	MA degree or evidence of post graduate study at an equivalent level	CV/SS, C
Q3	Evidence of current continuous professional development	CV/SS, C

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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