



Person Specification			
Post title	Revenues & Benefits Officer	Grade	G

* * * 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 of processing information using data input systems relevant to the Exchequer Service; preferably Oracle Financials, NEC Solutions, NEC Enterprise – Doc Management, Microsoft Office or similar.	CV/SS & I
S2	Ability to demonstrate a range of up to date working knowledge of Council Tax, Housing Benefit, Sundry Debtors, Charging for Adult Social Care principals and/or national welfare benefits and support and their application in the workplace	CV/SS, I & T
S3	An ability and willingness to work flexibly across the Exchequer Service in order to meet changing demands and support service improvement and efficiencies.	CV/SS & I
S4	The ability to self-motivate and prioritise work to ensure that targets are met.	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	Understanding of the principles of Data Protection and Data Security including the impact of data breaches on both the individual and the authority.	CV/SS/I
P3	A demonstrable willingness to share information and work with other people.	I
Communication		
C1	The ability to speak fluent English	I

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C2	Ability to communicate effectively at all levels face to face, verbally and in writing	CV/SS, I
C3	An appreciation of the principles of customer care within a Revenues and Benefits environment.	CV/SS, I
Qualifications		
Q1	None required, however, the postholder must be able to demonstrate a good level of literacy and numeracy skills and will be encouraged to work towards a suitable qualification e.g. NVQ Level 3 Management, IRRV, IRRV Tech etc	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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