



Person Specification

Post title	Child Protection Minute Taker	Grade	E / £27,274 - £29,071 per annum
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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	Good verbal and written communication skills.	CV/SS / I
S2	Ability to provide minute taking for very complex, sensitive and confidential meetings.	I/A
S3	General administration duties e.g. telephone skills, photocopying, faxing, filing, minute taking, arranging meetings.	CV/SS / I
S4	Aware of, and able to use, the range of technology available within the workplace, including Microsoft and service specific applications.	CV/SS / I
S5	The ability to respond positively to changing circumstances and being flexible enough to work with a variety of tasks, situations, individuals, locations and adaptable to enable cover to be provided.	CV/SS / I
S6	Working co-operatively with others, within your own team and across the organisation, for the delivery of common organisational goals.	CV/SS / I
S7	Ability to think through and adapt a clear and appropriate approach to planning, prioritising and organising work, to make the most efficient use of time and other resources.	CV/SS / I
S8	Experience of completing tasks with minimum supervision to agreed deadlines, demonstrating initiative and resourcefulness.	CV/SS / I
S9	Successfully builds and maintains effective relationships with senior colleagues, external agencies, children and their families and carers - demonstrating effective interpersonal skills in dealing with people at all levels and from a wide range of backgrounds.	CV/SS / I
S10	Ability to understand and follow Council procedures.	CV/SS / I
Personal attributes and circumstances		
P1	You must adhere to the "Knowsley Better Together" staff qualities; Integrity, Accountability, Communication and Respect.	I

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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	To understand the principles of GDPR as the role requires working with highly confidential and sensitive data.	CV/SS / I
Qualifications		
Q1	Good general standard of education.	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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