Knowsley Council

Person Specification			
Post title	Domestic Abuse Analyst	**Grade**	H-K

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		
Grade H		
S1	Confident in the use of data - understanding how this is used to identify issues, support improvement, and inform strategy development.	CV/SS, I
S2	Able to work with a high level of accuracy.	CV/SS, I
S3	Ability to prioritise work and deliver finished work to tight timescales.	CV/SS, I
S4	Experience of working with Community Safety systems and data.	CV/SS, I
S5	Good facilitation skills.	CV/SS, I
S6	Understanding of/ interest in performance management within Local Government.	CV/SS, I
S7	Good knowledge of Microsoft Applications.	CV/SS, I
Grade J		
S8	Experience of working within a performance/ business intelligence role	CV/SS
S9	Experience of establishing and maintaining complex systems for the collection and interpretation of large data sets.	CV/SS, I
S10	Experience of using reporting and analysis tools (such as Power BI, SSRS, SQL) to extract and analyse information from databases.	CV/SS, I
S11	Ability to produce and present accurate, clear and concise analytical reports in a variety of formats for different audiences.	CV/SS, I, E
S12	Completing and quality assuring complex data sets and statistical returns across Community Safety	CV/SS, I
S13	Experience of working on multiple projects with tight timescales and bringing these to a successful conclusion.	CV/SS, I
S14	Ability to explain performance calculations/ methodology to services.	CV/SS, I

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Grade K		
S15	Highly developed understanding of the Council's performance framework and the ability to implement this across multiple services (including business planning, performance and risk management).	I
S16	Demonstrable leadership and staff development skills.	I
S17	Proven experience of leading on resolving complex issues.	I
S18	Experience of analysing and interpreting large, complex datasets with an ability to present findings in a variety of formats and provide narrative of the implications and context.	I
S19	Excellent facilitation skills and ability to apply these to achieve required objectives in different forums – such as leading meetings and workshops, but also in other settings.	I
S20	Experience of working effectively with senior managers, elected members and partners.	I
S21	Leading on the development of key performance and risk management reports, co-ordinating the work of officers within the team to ensure these are completed on time and are quality assured.	I
S22	Leading on the completion and submission of statutory returns across Community Safety	I
Personal attributes and circumstances		
P1	You must adhere to the "Knowsley Better Together" staff qualities; Integrity, Accountability, Communication and Respect	I
Grade H		
P2	Good interpersonal skills.	CV/SS, I
P3	Ability to work as part of a team engaged in multiple projects.	CV/SS, I
P4	Excellent organisational skills, working to tight timescales.	CV/SS, I
P5	Able to manage competing demands and personally resilient	CV/SS, I
P6	Willingness to undertake training and continuous professional development, including a Data Technician qualification or equivalent.	CV/SS, I
Grade J		
P7	Excellent interpersonal skills and a proven ability to work professionally across multiple service areas or agencies.	CV/SS, I

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P8	Ability to facilitate discussions regarding Community Safety business intelligence/ performance data.	CV/SS, I
P9	Excellent interpersonal skills and a proven ability to work professionally across multiple service areas or agencies.	I
Grade K		
P10	Ability to create and maintain effective working relationships across multiple services.	I
P11	Ability to facilitate discussions and provide challenge/solutions regarding Community Safety business intelligence/ performance data.	I
P12	Proven ability to lead a team in the completion of high profile, often complex, projects.	I
Communication		
C1 (Grade H)	Good communication skills.	CV/SS, I
C2 (Grade J)	Excellent communication skills (written, oral and presentational).	CV/SS, I
C3 (Grade K)	Highly developed communication skills. Significant experience of communicating with varied audiences including Senior Officers and Elected Members. Ability to explain/ present complex issues.	I
C4	Experience of writing reports and briefings using the Council's templates, including performance reports to department management teams, and Council meetings and committees.	I
Qualifications		
Q1 (Grade H)	A good standard of general education or experience of working within a similar role.	CV/SS, C
Q2 (Grade J)	Holding, or working towards, a technical qualification relevant to the post. Or significant experience of using reporting/ analytical tools (such as Power BI, SQL, SSRS, MS Excel advanced user) to extract, analyse and report data from the Council's case management systems (e.g, SystemC - EYES, EHM, LCS)	CV/SS, I
Q3	Qualified Data Technician or equivalent	CV/SS, C

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(Grade K)		

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.

June 2026

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