



Person Specification			
Post title	Graduate Officer – Rotational Development Programme	Grade	Pay Band G / £31,067 - £32,654 per annum

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 project management skills and IT skills.	CV/SS, I
S2	Experience of using Microsoft Office / Microsoft 365 / Microsoft Excel	CV/SS
S3	Ability to analyse complex data from different sources, produce reports and interpret management information to support decision making, weighing up key issues to arrive at clear, justifiable, evidence-based decisions	CV/SS, I
S4	Ability to understand, interpret and communicate data and information.	CV/SS, I
S5	Strong research skills, using a variety of information sources to seek information and ideas to improve.	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	Well organised with the ability to prioritise (and re-prioritise) a varied workload to meet demanding (and often competing) deadlines, effectively managing time.	I
P3	A strong eye for detail, continual improvement and innovation	I
Communication		
C1	Effective written and verbal communication skills	CV/SS, I, P
C2	Strong influencing skills	CV/SS, I, P
C3	Ability to participate in meetings in a positive and proactive manner.	CV/SS
Qualifications		
Q1	Recent university degree (gained within the last 3 years) and willingness to study for a qualification in	CV/SS, C

June 2024





	either Project Management, Leadership and Management or Data Analysis and Insight.	
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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 2024

