



Person Specification			
Post title	Principal IT Officer	Grade / Salary	Pay Band K - £38,626 - £40,746

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 align IT solutions to business objectives by working closely with stakeholders to analyse problems.	CV/I
S2	Experience working in a multi-functional team with the willingness to be flexible and to deputise for colleagues.	CV/I
S3	Experience in working in a change environment to ensure that employees embrace new technologies and ways	CV/I
S4	Ability to work with stakeholders to provide effective solutions and to ensure technical changes are correctly documented and recorded.	CV/I
S5	Strong verbal and written skills and the ability to translate complex technical solutions into easy-to-understand descriptions.	CV/I
S6	Ability to prioritise your own workloads to meet deadlines.	CV/I
S7	Excellent communication skills including report writing, briefings, oral ability, and confidence in presenting information to a variety of stakeholders.	CV/I
S8	Experience working with line of business systems and dealing with 3 rd party vendors.	CV/I
S9	Experience of working with NEC Revenues & Benefits.	CV/I
S10	Good inter-personal skills.	CV/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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P2	A demonstrable willingness to share information and work with other people	CV/SS, I
P3	Ability to understand and demonstrate a commitment to equality and diversity	CV/SS, I
P4	Ability to demonstrate a commitment to own professional development and that of other colleagues	CV/SS, I
Communication		
C1	The Ability to communicate in a professional manner.	CV/SS, I
C2	The Ability to Communicate as part of a team.	CV/SS, I
Qualifications		
Q1	A relevant professional or academic qualification to NVQ4 or an equivalent level of proven experience relevant to the requirements of the post	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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