



Person Specification			
<b>Post title</b>	Knowsley Works Manager	<b>Grade</b>	PMG1 / £53,006 - £58,182 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
<b>Skills, knowledge, experience</b>		
S1	Proven track record in managing and teams effectively to achieve high outcomes	CV/SS, I
S2	Proven track record in working towards ambitious targets and the ability to communicate this to teams	CV/SS, I
S3	Proven expertise in coaching, inspiring and mentoring teams and individuals, including long term unemployed people to achieve goals beyond their expectations	CV/SS, I
S4	Ability to manage the delivery of employment and skills programmes that meet the diverse needs of local people	CV/SS, I
S5	Experience of prioritising a busy and complex workload	CV/SS, I
S6	Ability to keep accurate records, robust enough to satisfy external funding bodies	CV/SS, I
S7	Demonstrate experience of building trust and positive working relationships with partners, colleagues and the community	CV/SS, I
S8	Must show initiative and be a self-motivator	CV/SS, I
S9	Demonstrates an understanding and empathy with the support needs of unemployed people from who live in deprived communities	CV/SS, I
S10	The ability to travel to numerous venues across Knowsley – where Knowsley Works programmes are being delivered	CV/SS, I
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability,	CV, SS, I

June 2024





	Communication and Respect	
<b>Communication</b>		
C1	The ability to present information to colleagues, elected members and participants in a clear, concise manner.	CV/SS, I, P
C2	The ability to write clear and concise reports for funders, partners and the council.	CV/SS, I, AC
<b>Qualifications</b>		
Q1	Level 4 Management qualification	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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