



Person Specification			
Post title	Graduate – Performance and Intelligence Officer	Grade	G / £31,067 - £32,654

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	Able to work with a high level of accuracy	CV/SS, I
S2	Ability to prioritise work and deliver finished work to tight timescales	CV/SS, I
S3	Ability to undertake effective analysis of large datasets	CV/SS, I
S4	Good knowledge of Microsoft Applications including Excel and Power BI	CV/SS, I
S5	Experience of using SQL to manage data	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	Ability to manage competing demands	CV/SS, I
Communication		
C1	Excellent communication skills – written, oral and presentational	CV/SS, I
C2	Excellent inter-personal skills	CV/SS, I
Qualifications		
Q1	Degree or equivalent	CV/SS
Q2	English and Maths GCSE Grade 4 or above	CV/SS

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview

June 2024





Knowsley Council

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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