



Person Specification			
Post title	Project Support Assistant	Grade	F / SCP 12 – 17 / £27,711 - £30,060

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 demonstrate an understanding of the project lifecycle and applied experience of the project or programme process.	A/I/E
S2	Ability to support the implementation and development of a project or programme.	A/I/E
S3	Ability to support the co-ordination of monitoring and reporting on projects and programmes performance.	A/I/E
S4	Experience of providing support in working with internal and external stakeholders.	A/I/E
S5	Ability to identify risks and issues and assist with proposing appropriate resolution.	A/I/E
S6	Experience in researching and investigating information.	A/I/E
S7	Experience of Information Technology packages including Microsoft Office, Outlook, SharePoint and PowerPoint.	A/I/E
S8	Experience of prioritising competing demands, working under pressure and with a systematic and flexible approach to ensure deadlines and business needs are met.	A/I/E
S9	Experience of working accurately ensuring attention to detail, demonstrating initiative and resourcefulness and with minimal or no supervision.	A/I/E
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	A demonstrable willingness to share information and work with other people.	I
P3	Reliable, hardworking with a positive attitude to change, continuous improvement and delivering results.	I

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P4	Commitment to follow procedures and respond to instructions from Senior Officers and Programme and Project Officers.	I
P5	A commitment to work flexibly and occasionally beyond normal 9-5 working hours if necessary to achieve deadlines and targets.	I
P6	A commitment to travel around borough to attend meetings/facilitate workshops/focus groups and/or undertake work at other offices.	I
Communication		
C1	Excellent written and verbal communication including presentation skills.	A/I/E
C2	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people's points of view.	A/I/E
Qualifications		
Q1	A good standard of general education with previous experience of working within a project or programme role.	A/I/E
Q2	A commitment to continuous development in relevant areas of expertise.	A/I/E

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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