



Person Specification			
Post title	Project Officer	Grade	Pay Band K

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	Previous direct project management experience or extensive experience of working in a project or programme environment with demonstrated responsibility for leading specific pieces of work.	CV/SS, I
S2	Experience of preparing business cases and developing and defining a project	CV/SS, I
S3	Experience of identifying key stakeholders and developing the appropriate communication and engagement plans.	CV/SS, I
S4	Experience of project planning, scheduling and managing change.	CV/SS, I
S5	Experience of risk and issue management.	CV/SS, I
S6	Experience of estimating, budgeting and cost management for projects	CV/SS, I
S7	Experience of monitoring performance and the impact of a project/programme.	CV/SS, I
S8	Experience in researching and investigating information to maintain an up-to-date overview of current developments affecting national and local government.	CV/SS, I
S9	Experience of Information Technology packages including Microsoft Office, Outlook, SharePoint and PowerPoint.	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	Proven ability to work accurately and with minimal or no supervision.	I
P3	Experience of prioritising competing demands and working under pressure and with a systematic and flexible approach to ensure deadlines and business needs are met.	I
P4	Willingness to work flexibly including working outside normal office hours including weekends and	I

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	bank holidays.	
P5	Ability and willingness to travel both inside and outside the Knowsley MBC area as required.	I
Communication		
C1	Excellent written and verbal communication including effective report writing and presentation skills.	CV/SS, I, P
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.	CV/SS, I
Qualifications		
Q1	A good standard of general education with previous experience of working within a project or programme role.	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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