



Person Specification			
<b>Post title</b>	Community Intelligence Officer	<b>Grade</b>	H to 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
<b>Skills, knowledge, experience</b>		
S1	Confident in the use of data - understanding how this is used to identify issues, support improvement, and inform strategy development.	CV/SS, I
S2	Able to work with a high level of accuracy.	CV/SS, I
S3	Ability to prioritise work and deliver finished work to tight timescales.	CV/SS, I
S4	Good facilitation skills.	CV/SS, I
S5	Good communication skills – oral and written.	CV/SS, I
S6	Good knowledge of Microsoft Applications.	CV/SS, I
S7	Effective team player.	CV/SS, I
S8	Good interpersonal skills.	CV/SS, I
S9	Ability to work as part of a team engaged in multiple projects.	CV/SS, I
S10	Excellent organisational skills, working to tight timescales.	CV/SS, I
S11	Able to manage competing demands and personally resilient	CV/SS, I
S12	Willingness to undertake training and continuous professional development, including a Data Technician qualification or equivalent.	CV/SS, I
S13	Ability to embrace change and appropriately challenge the status quo.	CV/SS, I
S14	Experience of data analysis, and using analytical tools such as Excel	CV/SS, I
S15	Understanding/ awareness of statistical analysis and research methodologies.	CV/SS, I
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I

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May 2025





Communication		
C1	Good communication and interpersonal skills	CV/SS, I
Qualifications		
Q1	A good standard of general education or experience of working within a similar 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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