



Person Specification			
Post title	Service Manager - Statutory SEND Services and Transport	Grade	PMG 2 / £61,863 - £67,476 per annum

This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months

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	Significant experience of providing strategic and operational leadership of SEND services or functions, including accountability for statutory duties and outcomes for children and young people.	CV/SS, I
S2	Knowledge and practical experience of SEND sufficiency planning and commissioning, including shaping and securing appropriate provision to meet current and future needs of children and young people.	CV/SS, I
S3	Significant experience of financial management, including prioritising and targeting resources, preferably in relation to the High Needs Block of the Dedicated Schools Grant and/or High Needs capital funding.	CV/SS, I
S4	Ability to use performance data, audit activity and quality assurance frameworks to drive service improvement, manage risk and secure statutory compliance.	CV/SS, I
S5	Experience of leading services through statutory inspection regimes (e.g. Area SEND, Ofsted/CQC), including preparation, improvement planning and delivery of post-inspection actions.	CV/SS, I
S6	Ability to lead, inspire and motivate others and to successfully implement strategies and manage change to deliver service improvement in a public sector environment.	CV/SS, I

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S7	A demonstrable track record of improving outcomes for children and young people through effective partnerships and coproduction with stakeholders, including schools, families and other agencies.	CV/SS, I
S8	Highly developed written and oral communication skills, with the ability to present complex information clearly to a range of audiences.	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	Flexible approach to working hours	I
P3	A demonstrable commitment to equality, diversity, and inclusion.	I
P4	Current driving licence and availability of vehicle or equivalent mobility.	CV/SS
Communication		
C1	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
C2	Ability to negotiate, influence and provide clear professional advice to senior officers and elected Members or equivalent decision-makers.	CV/SS, I
Qualifications		
Q1	A degree-level qualification or equivalent professional qualification, or extensive and sustained senior-level experience demonstrating credibility, judgement and leadership at a service-management level.	CV/SS, C
Q2	Clear evidence of sustained and high-level professional development	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

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Knowsley Council

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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