



Person Specification			
Post title	Environmental Enforcement Administrator	Grade	E / £25,584 - £27,269

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	Knowledge and sensitivity of working in a political organisation to deliver organisational priorities.	CV/SS, I
S2	Up to date knowledge of environmental enforcement and behaviour change.	CV/SS, I
S3	Ability to cope flexibly with competing priorities/workloads under own supervision using initiative.	CV/SS, I
S4	Experience of successful case management.	CV/SS, I
S5	Experience of external liaison and developing effective relationships with communities, public and private sectors.	CV/SS, I
S6	Experience of preparing and delivering written and verbal reports including prosecution files.	CV/SS, I
S7	Knowledge of Data Protection legislation and UK GDPR requirements.	CV/SS, I
S8	To be able to use IT systems including Microsoft Office 365.	CV/SS, I
S9	Ability to keep up to date records of activities carried out by yourself and the team.	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the "Knowsley Better Together" staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
C1	Ability to communicate effectively both verbally and in writing with the public, business and partners.	CV/SS, I
C2	Ability to communicate effectively both verbally and in writing at all levels of the organisation.	CV/SS, I
Qualifications		
Q1	Good overall level of education to a minimum GCSE Level or equivalent	CV/SS, C

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

May 2025





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.

May 2025

