



Person Specification			
Post title	Trainee IT Officer	Grade	D / £24,790 - £25,183 per annum

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	Demonstrate a basic understanding of at least one of the following IT areas: - Application management - The need for effective cyber security - Network/server infrastructure - Microsoft 365 - Artificial Intelligence(AI)	CV/SS, I
S2	Should demonstrate awareness of how artificial intelligence (AI) is used in productivity tools such as Microsoft 365 Copilot, Power Platform, or cloud services.	CV/SS, I
S3	Should demonstrate an interest in emerging technologies such as AI, automation, and digital assistants.	CV/SS, I
S4	Ability to think creatively to use researched information to inform future IT service delivery.	CV/SS, I
S5	Ability to work as a team member to help deliver IT application support and development projects	CV/SS, I
S6	Ability to assist in the analysis of problems and contribute to the restoration of service.	CV/SS, I
S7	Ability to work and communicate with customers to resolve operational issues & discuss work assignments.	CV/SS, I
S8	Ability to think creatively to use researched information to inform future IT service delivery.	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	A demonstrable willingness to share information and work with other people.	CV/SS, I

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P3	Ability to act as an advocate of corporate information systems solutions to the business and of local service IT needs to the IT service	CV/SS, I
P4	Ability to manage own time and that of others and to assist in developing plans for work activities in own area over the medium/long-term, supporting strategic planning activities	CV/SS, I
P5	Ability to think creatively, solve problems and use a range of influencing, negotiating and presentational skills to win and keep people's commitment.	CV/SS, I
P6	Ability to communicate clearly and effectively both orally and in writing to both staff and senior management and act as a conduit between business services, the IT staff and suppliers	CV/SS, I
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
Qualifications		
Q1	Evidence of academic ability or relevant work experience	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**

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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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