



Person Specification			
<b>Post title</b>	Graduate - Policy and Intelligence	<b>Grade</b>	Pay Band G

\* \* \* 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
<b>Skills, knowledge, experience</b>		
S1	Able to work with a high level of accuracy.	CV/SS, I
S2	Ability to prioritise work and deliver finished work to tight timescales.	CV/SS, I
S3	Ability to undertake effective analysis and evaluation.	CV/SS, I, AC, E
S4	Good knowledge of Microsoft Applications.	CV/SS, I
S5	A demonstrable willingness to share information and work with other people.	CV/SS, I
S6	Willingness to work flexibly including working outside normal office hours including weekends and bank holidays.	CV/SS, I
S7	Ability to work as part of a team engaged in multiple projects, managing competing demands, and delivering work to tight timescales.	CV/SS, I
S8	Ability and willingness to travel both inside and outside the Council area as required.	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
<b>Communication</b>		
C1	Good level of communication skills – written, oral and presentational.	CV/SS, I AC,

May 2025





		E
C2	Excellent inter-personal skills.	CV/SS, I AC, E
<b>Qualifications</b>		
Q1	Degree, equivalent, or demonstrable experience of working in a public sector performance management function.	CV/SS, C
Q2	English and Maths GCSE Level c or above.	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.

May 2025

