



Person Specification			
<b>Post title</b>	Geographical Information Systems/Digital Officer	<b>Grade</b>	H / £34,434 - £36,363 pro rata 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
<b>Skills, knowledge, experience</b>		
S1	Professional experience using Geographical Information Mapping systems.	CV/SS, I
S2	Ability to mentor and train other members of staff.	CV/SS, I
S3	Experience and/ or good knowledge of data management and/or project planning.	CV/SS, I
S4	Excellent IT and presentation skills, including the ability to use office software, internet, e-mail and databases and Geographical Information Systems.	CV/SS, I
S5	Good customer care and teamwork skills.	CV/SS, I
S6	High level of verbal communication skills along with the ability to negotiate and communicate effectively with all customers.	CV/SS, I
S7	Ability to plan, manage and implement a busy workload within strict deadlines.	CV/SS, I
S8	Ability to consider and assess information and make a balanced judgement.	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
P2	Flexible approach to work to meet Council and other targets.	CV/SS, I
<b>Communication</b>		
C1	Demonstrable a willingness to share information and work as part of a team.	CV/SS, I
C2	Exhibit the ability to listen, communicate with and understand others, taking account of other people’s points of view.	CV/SS, I
<b>Qualifications</b>		

June 2024





Q1	Minimum of 5 GCSEs grade A-C including Maths and English.	CV/SS, C
Q2	Experience of the Planning System – academic or workplace based.	CV/SS

**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.

June 2024

