



Person Specification			
Post title	Town Centres Officer	Grade	J / £37,280 to £39,152

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	Experience of co-ordinating and managing events for the public within town/shopping centre environments.	A, I
S2	Experience of implementing and delivering a marketing and promotions plan including use of social media platforms.	A, I
S3	Experience of contract management and personally dealing with suppliers and contractors	A, I
S4	Experience of managing and monitoring externally-funded programmes	A, I
S5	Ability to prioritise workloads to meet deadlines	A, I
S6	Experience of using computer systems and Microsoft Office products	A, I
S7	Ability and willingness to work flexibly in a team environment	A, I
S8	Ability to create & maintain records and deal with administration tasks on a daily basis	A, I
S9	Understanding of the data protection act and the importance of protecting information	A, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	Willingness to conduct manual activities such as cleaning and manual handling on occasion	A, I
P3	Demonstrable commitment to Equal Opportunities and Diversity	A, I
Communication		
C1	Ability to communicate clearly and effectively with suppliers and stakeholders, including members of the public, retailers and elected Members.	A, I
Qualifications		

June 2024





Q1	Relevant qualification at Graduate Level, or significant and demonstrable levels of relevant experience supported by ongoing professional development	A, I, C
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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

