



Person Specification			
Post title	Allotments and Assets Officer	Grade	J / £37,280 - £39,152 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	Experience of managing allotments or green space project development / environmental project management, and an awareness of green space and sustainable development issues.	CV / SS / I
S2	Recent relevant experience of working in a property management / maintenance role within a local authority or ability to demonstrate familiarity with property safety, H&S compliance and maintenance.	CV / SS / I
S3	Good understanding of planned maintenance regimes necessary to comply with statute, regulatory requirements, HSE and other approved codes of practice and recognised best practice.	CV / SS / I
S4	Experience of managing contractors, and site management. Experience of carrying out risk assessments and associated control measures. Knowledge and experience of working in an ISO9001 environment.	CV / SS / I
S5	Experience and ability to build effective relationships with colleagues and others, and to persuade and positively influence others to achieve results, and to constructively participate in meetings and other forums.	CV / SS / I
S6	Experience in engaging with members of the public and other community stakeholders, including local elected members, in a public setting.	CV / SS / I
S7	Ability to undertake light operational duties.	CV / SS / I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability,	I

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	Communication and Respect	
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
C2	Ability to deal with complex, contentious and often conflicting issues requiring discretion, advocacy, persuasion skills and sensitivity, with the ability to make balanced, reasoned judgements and recommendations	CV / SS / I
C3	Experience of public speaking and presentation skills in a community setting.	CV / SS / I
Qualifications		
Q1	Vocational skills to at least the equivalent of NVQ 3 or similar in Environmental Conservation / Amenity Horticulture or some other form of landscape management / building management and H&S compliance	CV / SS / C / I
Q2	IOSH Level 3 or above	C
Q3	Evidence of personal commitment to post qualification training and qualifications in addition to minimum Continuing Professional Development requirements.	CV / SS / C / I
Q4	Have a full driving license	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

Date	Approved by authorised manager	Designation
	Caroline Holmes	Head of Environmental Sustainability

June 2025





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.

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