



| Person Specification |                                         |              |   |
|----------------------|-----------------------------------------|--------------|---|
| <b>Post title</b>    | Principal Revenues and Benefits Manager | <b>Grade</b> | P |

\* \* \* 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                                           | Current experience of working in Revenues & Benefits with a detailed and indepth knowledge and understanding of data input systems relevant to Exchequer Services; Northgate (NEC)/Anite@Work/ContrOcc | CV/SS                |
| S2                                           | Extensive experience working in a senior management role within a Revenues & Benefits environment, with extensive technical knowledge of Benefits legislation and practice                             | CV/SS                |
| S3                                           | Ability to demonstrate an up to date, in depth knowledge and understanding of legislation relevant to Exchequer Services. In particular Revenues & Benefits                                            | CV/SS                |
| S4                                           | Ability to self motivate, plan activities and projects and prioritise work to ensure that targets and deadlines are achieved                                                                           | CV/SS                |
| S5                                           | Management experience at an operational level, with a proven track record of developing staff potential and addressing underperformance and inefficiency                                               | CV/SS                |
| <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                                           | Able to communicate effectively at all levels both verbally and in writing                                                                                                                             | CV/SS                |
| C2                                           | An appreciation of the principles of customer care within a Revenues and Benefits environment                                                                                                          | CV/SS                |

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| Qualifications |                                                                                         |       |
|----------------|-----------------------------------------------------------------------------------------|-------|
| Q1             | IRRV qualified or equivalent level of proven managerial experience relevant to the role | 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 2025

