



Person Specification			
Post title	Contract Officer	Grade	H

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	Strong analytical and data interpretation skills.	CV/SS, I
S2	Proficiency in MS Office, specifically, Excel and data visualisation tools.	CV/SS, I, E
S3	Understanding of performance management frameworks and compliance requirements	CV/SS, I
S4	Ability to present complex data clearly to non-technical stakeholders.	CV/SS, I
S5	Ability to prioritise workloads to meet challenging deadlines.	CV/SS, I
S6	Proactive approach to problem-solving and continuous improvement.	CV/SS, I
S7	Experience in monitoring and reporting on contract performance using KPIs and SLAs.	CV/SS, I
S8	Ability to contribute to performance dashboards and reports for senior management.	CV/SS, I
S9	To step up in the absence of the Commissioning and Contracts Manager when required to do so.	CV/SS, I
S10	To support the wider Whole Life Commissioning Team to ensure quality, performance and value of money for commissioned services.	CV/SS, I
S11	Ability to liaise with stakeholders and partner agencies.	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
C1	Excellent oral, interpersonal and written communication skills	CV/SS, I
C2	Ability to demonstrate good organisational skills	CV/SS, I
C3	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others.	

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Qualifications		
Q1	A good general education is essential including English and Maths.	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.

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