



Person Specification			
Post title	Redaction Support Officer	Grade	F

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	Knowledge of the UK General Data Protection Regulation and the Data Protection Act 2018 and related legislation, guidance and best practice	CV/SS, I
S2	Experience of redaction and/or knowledge of best practice and guidance relating to redaction of documents containing personal/sensitive data.	CV/SS, I
S3	Knowledge of relevant Information Rights legislation such as the Freedom of Information Act, EIR and Local Government Transparency Code	CV/SS, I
S4	Knowledge of best practice in relation to Information Sharing and Data Processing Agreements	CV/SS, I
S5	Experience of data protection and information governance within a large organisation.	CV/SS, I
S6	Experience of providing support and assistance on dealing with Subject Access Requests and Requests for Disclosure	CV/SS, I
S7	Experience of working in local government or in the public sector	CV/SS, I
S8	Ability to operate a legal case management system and have good IT skills	CV/SS, I
S9	Ability to work with staff at all levels and provide advice and assistance to them on data protection and wider information governance issues	CV/SS, I
S10	A high level of interpersonal skills	CV/SS, I
S11	To be able to demonstrate an ability and commitment to working as part of a team in a flexible and responsive manner	CV/SS, I
S12	To be able to perform to consistently high standards, whether working individually or as a member of a team	CV/SS, I

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S13	To be able to perform to consistently high standards, whether working individually or as a member of a team	CV/SS, I
S14	To be able to deliver accuracy and competency at all times	CV/SS, I
S15	To have a high degree of flexibility, with the ability to prioritise a complex and diverse workload often to tight deadlines	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	Good communication skills	CV/SS, I
C2	The ability to be articulate and accurate in relation to data protection issues	CV/SS, I
Qualifications		
Q1	Relevant degree or professional qualification in Data Protection or Information Management desirable	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**

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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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