



Person specification			
Post title	Restart Administration Manager	Grade	J
Service Area	Regeneration and Economic Development	Section/team	Knowsley Works

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	A technical knowledge of public and private sector funding requirements.	Essential	A/I
S2	Experience of working with grant funded programmes in particular managing outputs and submitting claims	Essential	A/I
S3	Ability to analyse data and financial information to create reports ensuring accuracy and reliable data	Essential	A/I
S4	Ability to develop, implement and manage budget management and management information systems	Essential	A/I
S5	Ability to work under own initiative as well as part of a team	Essential	A/I
S6	Able to demonstrate both written and presentation skills (including IT)	Essential	A/I
S7	Proficient in the use of Microsoft Office in particular Access, Excel and Outlook	Essential	A/I
S8	Ability to work as part of a team and within a culture seeking continuous improvement.	Essential	A/I
S9	Excellent time management skills and experience of producing technically thorough and professional reports to meet demanding timescales	Essential	A/I
S10	Willingness to undertake structured learning and training relevant to the role	Essential	A/I
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	Essential	A/I
P2	Accountability - willingness to take personal responsibility for your actions and	Essential	A/I

January 2021





	decisions, and to understand the consequences of your behaviour		
P3	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	Essential	A/I
P4	A willingness and the ability to embrace and support the values of KMBC	Essential	A/I
P5	Demonstrate a willingness to be flexible	Essential	A/I
P6	Ability to represent the service to partners and agencies	Essential	A/I
P7	Be motivated and share this attitude with colleagues and customers	Essential	A/I
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.	Essential	A/I
Qualifications			
Q1	Hold or working towards NVQ level 4 or above in Business Administration, or an equivalent relevant qualification.	Essential	A/I/C
Q2	Evidence of continuous vocational/professional development.	Desirable	A/I/C
Health and safety			
H1	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees' capabilities	Essential	A/I
	Ability to use equipment as instructed and trained	Essential	A/C
	Ability to inform management of any health and safety issues which could place individuals in danger	Essential	

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation

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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.

January 2021

