

## Members' Library Service Request Form

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Originator	Palo Vestri
Originator's Ref (if any)	
Document Title	Creation of Trauma Informed Practice Development Officer

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Additional information:

Authorised By	Sarah Fortune
Designation	Exec. Director - Council Resources
Date	23/02/22

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## **STAFFING REPORT – NEW POST**

**REPORT TO:** Members' Library Service

**BY:** Head of Communities

**DATE:** February 2022

**SUBJECT:** Staffing Report for the Creation of a Temporary Trauma Informed Practice Development Officer within the Improvement Team

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### **1 PURPOSE**

- 1.1 To seek Head of Corporate Support approval under delegated powers for the creation of a **Trauma Informed Practice Development Officer** as a **Temporary** change to the staffing structure.

### **2 RECOMMENDATIONS**

- 2.1 To agree to the proposed changes to the staffing structure as outlined in the report.

### **3 BACKGROUND**

- 3.1 The Council has received a total of £100,000 funding from the Scottish Government over two financial years to support the implementation of the National Trauma Training Programme and Trauma Informed Practice. The award letter states that the funding may be used for recruitment of additional staff to provide project management /co-ordination/ strategic and/ or operational implementation support, alongside Trauma Champions.
- 3.2 In order to utilise the funding it has been decided to create a new temporary (23 months) post to work in the Organisational Team within the Policy, Improvement and Partnerships Service. The main role of the Trauma Informed Practice Development Officer will be to lead on the development and embedding of trauma-informed practices across the council contributing to the implementation of the Workforce Development Plan and other Organisational Development (OD) and council initiatives working with Services to design and delivery of initiatives that provide development of trauma-informed practices for staff and services at all levels in the council.
- 3.3 The post will report to the Senior Development Officer in the Improvement Team but work closely with the Council's Trauma Champion, Judith Tait, Head of Children's Services.
- 3.4 The Job Evaluation Team have evaluated this role and the post has been evaluated at grade **Grade 9 (£33,067 – 37,246) per annum excluding on-costs.**

### **4 POLICY IMPLICATIONS**

- 4.1 There are no policy implications linked to the creation of this post.

## **5 INTEGRATED IMPACT ASSESSMENT**

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

## **6 DISCLOSURE SCOTLAND REQUIREMENT**

- 6.1 This post will require a **Basic** Disclosure check in order to comply with legislation/PSN Code of Connection.

## **7 RESOURCE IMPLICATIONS**

- 7.1 Financial – Funding is available for this post from the £100,000 allocation from the Scottish Government.
- 7.2 Personnel – This post has been formally evaluated and will be advertised in accordance with the Council's Recruitment & Selection Policy. HR and relevant Trades Unions have been consulted and are supportive of the creation of this temporary post.

## **8. BACKGROUND PAPERS**

- Agreed Job Outline
- Structure Chart

<b>AUTHOR'S NAME</b>	<b>Paolo Vestri</b>
<b>DESIGNATION</b>	Service Manager – Policy, Improvement and Partnerships
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<b>DATE</b>	14 February 2022

## JOB DETAILS FORM

JOB OUTLINE	
<b>JOB TITLE:</b> Trauma Informed Practice Development Officer	<b>JET CODE:</b> 7560
<b>SERVICE:</b> Policy, Improvement & Partnerships	
<b>DIVISION:</b> Communities & Partnerships	
<b>REPORTING TO:</b> Senior Development Officer	
<b>RESPONSIBLE FOR:</b> None	
<p><b>JOB PURPOSE:</b></p> <p>To lead on the development and embedding of trauma-informed practices across the council, contributing to the implementation of the Workforce Development Plan and other Organisational Development (OD) and council initiatives working with Services to design and delivery of initiatives that provide development of trauma-informed practices for staff and services at all levels in the council.</p> <p>To source and recommend external development to instigate change and resilience in OD development activity with a lead role in sourcing trauma-informed practices</p>	
<p><b>MAIN DUTIES:</b></p> <p>To assist in the implementation and promotion of trauma-informed practice across the Council's services</p> <ul style="list-style-type: none"> <li>• To assist in the development and roll-out of a Trauma Informed action plan, a new local approach to responding to the experience of psychological trauma amongst customers and the workforce.</li> <li>• To assist in developing and delivering training on trauma informed practice to the Council's workforce informed by a range of sources and materials including those produced by NHS Education for Scotland and best practice nationally and internationally.</li> <li>• To support Council services in assessing their policies, practices, and physical environments against trauma informed principles.</li> <li>• To participate in on-going training as directed for the maintenance and development of relevant skills and knowledge to deliver in this role.</li> </ul> <p>Lead on the design, delivery and evaluation of learning and development programmes and ensure such programmes are delivered to the highest standards, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Induction material and programmes for new staff</li> <li>• Leadership development programmes</li> </ul>	

- Programmes to support staff development, organisational change and employee resilience
- Programmes aimed at promoting and supporting culture change across the council workforce.

Produce evaluation reports with recommendations to the sponsor and / or senior managers.

Identify suitable external providers to deliver learning programmes and resources; manage external contracts including procurement and the assessment of ongoing performance.

Provide organisational development consultancy, support and advice to managers and employees at all levels in the organisation.

Create, implement and evaluate organisational development programmes, initiatives and policies in line with organisational strategy and objectives.

Effectively manage organisational development projects within agreed budgets and timescales.

Provide advice and coaching to managers at all levels including the executive team and Council Management Team on supporting OD across the Council such as through programmes such as Performance Review and Development.

Facilitate and co-design conferences, workshops and meetings at a council-wide or service level to support employee engagement in new ways of working.

Promote equality of opportunity within the Council - in particular, develop/ commission and contribute to programmes of learning in this area.

Promote the Council's vision and values and a corporate culture that is positive, customer focussed and supports employee engagement to the highest level.

Apply the Council's Customer Services Standards and adhere to the principles and practice of equality as laid down in the Council's Equal Opportunities Policy.

Engage and liaise with elected members and Council staff, including senior managers and Trade Unions as appropriate on workforce and organisational development.

Contribute to the development of medium/ long term strategies or plans, including the Workforce Plan and Workforce Development Plan.

Represent the Council at appropriate external networks and meetings, actively seek and develop opportunities for partnership working, maintain personal contacts and participate in peer networks e.g. the Improvement Service

Represent managers as required, at meetings and internal/ external working parties considering the operational implications of initiatives, developments or changes in legislation, guidance, policies or strategies.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

## ESSENTIAL REQUIREMENTS FOR THIS ROLE

### Education:

- Educated to degree level or equivalent in a relevant field including social sciences, health and social care, community development, housing **and/or** able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

### Disclosure Scotland:

- This role requires **Basic Disclosure Clearance** to allow access to the Public Sector Network. ELC will submit a Police Act Disclosure application on behalf of the preferred candidate and receipt of the subsequent certificate will be **required prior to commencement**.

### Scottish Social Services Council:

- None

<b>PERSON SPECIFICATION</b>		
<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Education, Registration & Learning	<p>Educated to degree level or equivalent in a field including social sciences, health and social care, community development, housing <b>and/ or</b> able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience</p> <p>Basic Disclosure clearance is an essential requirement</p>	Certificate in Learning & Development Practice and /or qualified to CMI level 5
Previous Experience (Paid & Voluntary Work)	<p>Significant experience in local government (or related sector) in Organisational / Workforce Development</p> <p>Experience of managing supplier relationships and in procuring services</p> <p>Experience of research and development of policy, procedures and guidance</p> <p>Experience of supporting organisational / culture change</p>	Experience of devising and delivering Leadership and other Learning & Development programmes
Knowledge/ Skills /Competencies	<p>Understand and apply the principles of trauma informed practice, recognising the potential implications that traumatic events can have on a person's life and the benefits of public services being trauma informed.</p> <p>Ability to analyse diverse and complex information</p> <p>Highly effective oral/written/presentation communication skills</p>	<p>Knowledge of the public sector and the workings of local government</p> <p>The principles of trauma-informed practice, with particular reference to NHS Education for Scotland's "Transforming Psychological Trauma" National Trauma Training Programme</p>

	<p>Ability to respond independently to problems/ situations and on serious issues make decisions</p> <p>Workforce planning skills – interviewing, analysing, consulting, engaging, presenting</p> <p>Experience of communication and reporting at strategic level</p> <p>Experience of, and comfortable working in, a computerised environment and skilled in IT applications</p>	
<p>Personal Qualities</p>	<p>Ability to demonstrate a wide range of written and verbal communication styles</p> <p>Ability to research and evaluate matters and to resolve problems</p> <p>Ability to prioritise and manage a varied and complex workload and projects</p> <p>Ability to use own initiative</p> <p>Ability to work under pressure and meet deadline.</p> <p>Ability to develop effective relationships with stakeholders</p> <p>Ability to deal sensitively with staff and clients, including the need to deal with sensitive or personal matters and maintain confidentiality</p> <p>Ability to work to a high degree of accuracy, paying close attention to detail</p> <p>Ability to be creative</p>	



# ORGANISATIONAL STRUCTURE:

