

JOB DESCRIPTION

Job Title: Trauma Informed Practice Lead Officer		Ref No:	JE Ref: U951
Department: Organisational Development, Enabling and Customer Services		Band: 10	Location: Dumfries and Galloway
Responsible To:	Workforce Engagement Manager		
Responsible For:	N/A		
Job Purpose:	Providing operational and strategic responsibility for the successful delivery of: Sustainable approaches embedding trauma informed practice and policy across services, systems and our workforce, with the aim of improving outcomes for people impacted by psychological trauma at any stage in their lives, but to also aid them flourish and thrive at work. Teams and services, who work with people known to have a particularly high prevalence of trauma in their lives are supported to develop cultures and practices that are consistent with the principles of trauma informed care. Support the development, growth and facilitation of our council’s staff networks, including supporting wellbeing activity across the region, Ensuring psychological safety and appropriate feedback across our council and region regarding lived and living experience.		
Main Responsibilities:	Taking a lead role in implementing The National Trauma Transformation Programmes (NTTP) Roadmap (A Roadmap for Creating Trauma-Informed and Responsive Change: Guidance for Organisations, Systems and Workforces in Scotland, 2023) in order to recognise, respond to, and support recovery from trauma by embedding trauma-informed practice across services, systems, and our workforce. To support the Public Protection Partnership Lived Experience Steering Group, helping to develop structures and processes to share power with people with lived experience so that services and systems are collaboratively designed and delivered around people’s needs. To work closely with appropriate learning bodies to ensure that all employees have the knowledge, skills, confidence and capacity to recognise and respond to people affected by trauma, through training and implementation support relevant to their role and remit. This includes recognising their own limitations and boundaries.		

	Identifying opportunities for accessing appropriate trauma training, as well as trauma leadership coaching where relevant across our council. To champions, guide and develop our council's adoption of trauma-informed approaches and trauma-enhanced practices.
Job Activities:	To lead development and implementation of trauma informed training and coaching. To advise in relation to all areas of trauma informed practice. To facilitate cooperation across our council through the development of networks and professional links between partnership agencies and stakeholders. To lead on the review, evaluation, design, and delivery of trauma informed practice across learning and development programmes including but not limited to: - induction material and programmes for new staff, leadership development programmes, programmes to support staff development and employee resilience, all of which are aimed at promoting and supporting trauma informed change across the council workforce. To support council services, and where applicable partner agencies, in assessing policies, practices, and physical environments against trauma informed principles. Provide advice and support at all levels in the council on trauma informed practice. Create, implement, and evaluate OD and Health and Wellbeing development programmes, initiatives, and policies in line with trauma informed principals. To produce reports identifying progress and resource requirements and tracking the trends in relation to wellbeing and trauma initiatives. To identify opportunities for improvement and assist in implementing these changes where appropriate. To participate in national and local working groups, as required, and contribute to national policy developments and inform continuous improvement at both local and national level. Responsible for presenting proposals and recommendations and utilising their professional knowledge to make decisions to support the delivery of an improvement plan. As required coordinate and collate appropriate performance information for the People Experience Framework, our council's Health and Wellbeing Group and Dumfries and Galloway's Public Protection Partnership.

	To contribute a trauma informed lens and advise appropriate service leads with the development and dissemination of guidelines, policies and procedures.	
Performance Management	<i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i> • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	Workforce Engagement Manager	Date: October 2025

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