

PERSON SPECIFICATION and ASSESSMENT FORM

Candidate Name		Post Ref No	
Post Title	Trauma Informed Practice Lead Officer	JE Ref	U951
Service	Organisational Development, Enabling and Customer Services	Band	10
Base	Dumfries		

References	Name	Good	Fair	Poor
1				
2				

Requirements <i>Essential (E) or Desirable (D)</i>	E	D	Requirements <i>Essential (E) or Desirable (D)</i>	E	D
1. Education and Training	Score		4. Knowledge	Score	
Educated to SCQF Level 9 in a relevant field (e.g. People Professional (HR/OD), Social Work, Health Professional, Community/Lifelong Learning, Psychology)	E		The principles of trauma-informed practice, with particular reference to National Trauma Transformation Programme and the Trauma Roadmap	E	
Proven ability to evidence continued personal development regarding relevant practice, including trauma informed practice and organisational development	E		Understand and apply the principles of trauma informed practice	E	
			Good range of ICT knowledge and skills of relevant digital solutions	E	
2. Experience	Score		5. Personality Factors	Score	
Working in a policy or organisational development environment	E		Work on own initiative and also as part of a team	E	
Supporting organisational change	E		Manage own workload and demonstrate good organisational skills	E	
Dealing with difficult and delicate situations	E		Flexibility to deliver workload	E	
Working in a demanding environment and meeting targets and deadlines	E				
Experience of developing and/or facilitating learning initiatives and opportunities	E				
Proven ability to be able to create a psychologically safe environment to enable and encourage curious conversations, human connection and employee engagement	E				
3 Skills and Abilities	Score		6. Other Requirements	Score	
High level of networking skills, working across departments and in multi-disciplinary forum	E		Ability to travel between locations within Dumfries and Galloway and occasionally attend national events in central belt of Scotland	E	
An ability to provide leadership and coaching is essential	E				

Excellent written and verbal communication skills and effective communication with a diverse range of people and groups	E			
High level of analytical thinking and problem-solving skills	E			

Guidance Notes:

A person specification may include any non-discriminatory factors that have previously been identified as necessary or desirable for the role. Remember that these can include factors such as judgement, motivation, leadership, social skill/maturity and creativity/ideas. Structure your interview and selection tests to examine each candidate's suitability for the role based on these criteria. To reach your decision rate each candidate and calculate their total score, including any weighting you have confirmed prior to interviews starting. Use the space overleaf to record how candidates react to questioning. Your assessment must consider only those factors you have explicitly identified above. All forms used to record the assessment of candidates must be retained for the selection file to show how decisions were reached.

Interviewer	Date	Candidate Total Score	

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