



Role Profile

PROJECT MANAGER (TRAUMA INFORMED PRACTICE)

Reference No.	A4875	Type	Individual
Service	Human Resources		
Job Family	Professional 3	Grade	FC9

Purpose

To manage, develop and implement the Council's Trauma Informed Practice strategy. To support the work of the Trauma Champions for Fife Council, NHS Fife and Fife Health and Social Care Partnership, by providing project management support that will result in a trauma informed workforce, capable of supporting children, young people and adults affected by psychological trauma, improving access to services and achieving positive outcomes.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

To lead on developing the strategy for implementation of the Scottish Psychological Trauma Plan in Fife, in consultation with key stakeholders

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Experience of project management planning and implementation.

✓

Considerable experience and understanding of what trauma informed practice involves and the knowledge, skill and value base needed to work with a trauma informed approach.

✓

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Educated to SCQF level 9 which includes a Degree level or equivalent in a relevant discipline	✓	
<p>Providing focussed leadership in determining the framework to identify changes required and to manage agreed project(s)</p> <p>Specifically, to work collaboratively with key partners, at both operational and strategic levels, to ensure that a trauma informed approach is integral to recovery and reform from the COVID-19 pandemic.</p>	<p>Ability to think strategically with experience of translating strategy into deliverable plans</p> <p>Experience of facilitating organisational, or significant change</p>	✓	
<p>Developing proposals and mechanisms which enable complex planning to be achieved between stakeholders and developing working arrangements and reaching agreements, resolving conflicts as required.</p> <p>Specifically, to support the work of the Fife Trauma Steering Group in developing a model of shared resources and expertise for teams/services that the Trauma Champions have identified as priority areas for organisational change.</p>	<p>Ability to develop creative and practical solutions</p> <p>Experience of effective collaborative working (Work together)</p>	✓	
<p>Work with the local NES Transforming Psychological Trauma Implementation Coordinator (TPTIC) to ensure that trauma informed practice training at NES Level-1 (trauma-informed) and Level-2 (trauma-skilled) is available for workers in all sectors within Fife.</p> <p>To work with the local TPTIC to identify opportunities for accessing NES Level-3 training (trauma enhanced).</p>	<p>Ability to initiate and manage continuous improvement</p> <p>Ability to prioritise workload under pressure and deadlines</p>	✓ ✓	

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To work with the local TPTIC to coordinate access to Trauma Informed Leadership Training and Coaching, and where required co-develop and co-deliver training and coaching			
<p>Working in partnership, engaging and convincing professional colleagues or others by promoting the value of project(s).</p> <p>Contribute to the development of the Communications strategy and reporting arrangements on behalf of the Trauma Champions.</p>	<p>Effective communication skills/empathy (Focus on customers)</p> <p>Presentation skills/confident delivery style</p>	<p>✓</p> <p>✓</p>	
Identify outcomes, local monitoring arrangements and long-term sustainability through precise, costed and achievable measures.	<p>Experience of meeting diverse objectives within defined timescale (Take ownership)</p> <p>Ability to budget and cost</p> <p>Experience of monitoring performance measures</p>	<p>✓</p>	
Ensuring compliance with legal, regulatory and professional body requirements.	<p>Knowledge and awareness of the application of relevant regulation, legislation and statutory requirements such as Health & Safety and Data Protection</p>	<p>✓</p>	
Submitting reports to relevant Committee for approval and undertaking consultation as required	<p>Report writing skills</p>	<p>✓</p>	
Resolving complex issues or conflicts, developing mechanisms which enable complex planning to be achieved between interested parties.	<p>Ability to work flexibly and imaginatively</p> <p>Ability to engender trust and confidence</p>	<p>✓</p> <p>✓</p>	
To contribute a trauma informed lens and advise appropriate service leads with the development and dissemination of guidelines, policies and procedures.	<p>Analytical skills</p>	<p>✓</p>	

E = Essential Criteria D = Desirable Criteria

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Organising, maintaining and supporting the use of information technology systems/software, complying with corporate ITS processes for procurement of kit and systems.	<p>Knowledge of Management Information Systems</p> <p>Appropriate skills to access and deploy all corporate ITS processes and policies</p> <p>IT Skills</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
Assessing and procuring/purchasing any necessary project(s) elements within relevant financial regulations and Best Value framework	Appropriate skills to access and deploy all corporate financial processes and policies	✓	
Assessing employee resourcing requirements to meet the project(s) delivery plan, complying with corporate HR policies	Appropriate skills to access and deploy all corporate HR processes and policies.	✓	
To ensure that the Trauma Champions are kept informed of, and plan appropriate responses to national developments, including legislative, Scottish & UK policy changes, regulations, research evidence and best practice in relation to services to models of trauma informed care.	<p>Leadership and team building skills</p> <p>Ability to motivate others to perform to the highest standards</p>	✓	
Being actively involved in any national developments relating to trauma informed practice, representing Fife Council as required.	<p>Political awareness and sensitivity</p> <p>Ability to provide a regular and effective service</p>	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.