



## **Job Description**

### **Title – Lead for Trauma-Informed LLR**

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<b>Post Number:</b>	PC106
<b>Grade /Scale:</b>	<b>Fixed Term Contract:</b> PO 32 £33,618 - £36,369 (SCP 29 – 32). <b>Secondment:</b> PO 32 £33,618 - £36,369 (SCP 29 – 32) negotiable dependent on current salary.
<b>Weekly Hours:</b>	37
<b>Department:</b>	Violence Reduction Network (VRN) /Office of the Police and Crime Commissioner (OPCC).
<b>Status:</b>	Secondment or Fixed Term Contract for a 12-month period from start date.
<b>Responsible To:</b>	Director of the Violent Reduction Network (VRN)
<b>Responsible For:</b>	No direct responsibility for other staff
<b>Location Work base:</b>	Force Headquarters
<b>Job Role /Purpose:</b>	The post-holder will play a vital leadership and co-ordination role in the development of a Leicester, Leicestershire and Rutland (LLR) Trauma-Informed System. Working closely with a multi-agency Leadership group and an expert advisor, the post holder will work on behalf of the Strategic Partnership Board (SPB) and the Violence Reduction Network to develop and deliver a trauma-informed strategy and plan.
<b>Health and Safety:</b>	To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.
<b>Equality and Diversity:</b>	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

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### **Person Specification**

#### **Knowledge, Skills & Abilities**

##### **Essential Criteria**

##### **Knowledge/ Education (including qualifications):**

- Educated to degree level.
- Knowledge of childhood trauma, its impact across the life course and trauma-informed practice.

**Work Experience:**

- Extensive professional experience of working in relevant arenas at a strategic and operational level (for example education, early help, youth work and/or children's social care, health, criminal justice) including within a multi-agency environment with operational and senior stakeholders.
- Experience of delivering projects in a multi-agency setting, using project management methodology including writing and presenting proposals, board papers, frameworks and/or strategies.
- Experience working with childhood trauma and willingness to quickly build expertise and share this across the partnership.
- Experience in compiling business cases and/or writing funding bids to secure resources.

**Personal / Interpersonal Skills, Aptitudes:**

- The ability to create and share new knowledge in an accessible and engaging manner and the ability to communicate effectively (both written and verbal) with a range of stakeholders including communities.
- The ability to work collaboratively and jointly problem-solve with a range of partners in order to achieve a common purpose and to apply knowledge and experience to work independently and solve complex problems to secure improved outcomes.
- The ability to develop and maintain productive working relationships across a diverse partnership landscape to secure commitment and drive change and the ability to work at pace and lead delivery against agreed objectives.

**Special Skills:**

- IT skills in Microsoft office and Project management skills.
- Hold a full current driving licence and be prepared to travel regionally and nationally to attend meetings, as appropriate.– Reasonable adjustments will be considered under the Equalities Act 2010.

**Desirable Criteria**

*Where available, elements that contribute to improved / immediate performance in the job.*

**Knowledge/ Education** (including qualifications):

- Knowledge of 'what works' in relation to strategies and interventions aimed at preventing and mitigating the impact of childhood trauma.

**Work Experience:**

- Experience of leading the implementation of trauma-informed approaches and practices within a relevant setting.

### **Core Responsibilities/ Accountabilities**

Build and co-ordinate a multi-agency Leadership Group including scheduling of work and meetings and engagement with members in and outside of meetings.

Commission and contract manage an Independent/Expert Advisor ensuring delivery against the service specification.

Liaise with the Independent/Expert Advisor, scheduling meetings with the Leadership Group and facilitating additional contact to support development of key products.

Develop a project plan to capture key workstreams and deliverables, track progress against the plan alerting senior management to any issues and risks.

Produce key products following co-production sessions with the Leadership Group (e.g strategy and frameworks/guidance).

Produce and present progress reports to the Steering Group and for SPB Executive and other key Boards.

Organise, attend and present at meetings with other key stakeholders including with elected members.

Maintain a local map of relevant prevention and trauma-informed interventions and services.

Compile a workforce development framework and commence early activity through compiling and communicating foundational knowledge through bulletins, briefings, webinars and social media activity.

Keep abreast of latest research and literature and cascade this to and beyond the Leadership Group.

Represent the Board at other local and national Boards, forums, meetings and networks as relevant to role.

Contribute to the VRN's and other Home Office/external reporting as relevant to role.

Establish links within the national Violence Reduction Unit network and other relevant forums to share good practice.

#### **Communication:**

Linking in with the VRN and OPCC, compile an engagement and communications strategy and produce material to ensure all stakeholders, including communities, are aware of the work and can access resources to increase awareness and understanding.

#### **Administration:**

Maintain records in accordance with national, local, and departmental policy and procedure.

#### **General:**

Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.

Undertake other duties, in line with the responsibility of this role, that may be required to achieve the aims of the Digital Team.

Be flexible in terms of working location and be prepared to work temporarily at other locations within the region area, undertaking a similar role.

**Other:**

This role description will develop with the changing demands of the SPB's objectives and priorities.

*\* Reasonable adjustments will be considered under the Equalities Act 2010*

**Personal Values /Competencies**

The competency and values framework set out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here: [Competency and Values framework](#)

We analyse critically  
We are innovative and open-minded  
We are emotionally aware  
We take ownership  
We are collaborative  
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity  
Impartiality  
Transparency  
Public Service

**Other**

**Security Check Levels refer to vetting for the specific levels that relate to this job role:**

Recruitment Vetting (RV)

**Car User:** Yes