

Job Description and Person Specification

Job details

Job title: Stop Smoking Advisor

Grade: CW3

Reports to: Stop Smoking Specialist

Responsible for: No line management responsibility

Directorate and Service area: Public Health

Purpose of the job

This post-holder delivers to actively support behaviour change in individuals within the specialist area of Smoking Cessation.

- Delivering stop smoking interventions to client groups, supporting smokers to stop smoking
- Contribute to the Tobacco Control and Stop Smoking agenda in line with government guidelines and Public Health in North Northamptonshire.
- Provide support for key health care partners and professionals to ensure that stop smoking support is available and accessible.
- Promote local Wellbeing services and activities and signpost to other agencies where appropriate

Principal responsibilities

1. To deliver structured one to one advice and interventions, in relevant settings ensuring individuals are effectively motivated and supported throughout their personal Smoking Cessation journeys, this will include travelling across North Northamptonshire with the potential to work weekends and evenings.
2. To implement, and review as required, individuals' progress offering guidance and support in maintenance of the quit attempt, which may include extending support to significant family members.
3. To offer guidance and support for those with complex health needs in their behaviour change including to prevent relapses, using a variety of approved methods.
4. To contribute to the effective development and delivery of targeted services across North Northamptonshire through a partnership approach, working with individuals and groups such as Acute Trusts, Maternity Services, Primary Care, Pharmacies, Public Health North Northamptonshire and other health services.
5. To maintain an efficient and accurate monitoring system reporting qualitative and quantitative data at regular intervals including reviewing trends and support patterns in your locality as required.
6. To liaise closely with the full range of services within the local community including statutory and non-statutory services identifying opportunities and building links to increase capacity within your area.
7. To participate where appropriate in planning / information sessions for community events to promote the Smoking Cessation service and associated health and wellbeing messages to the general public.
8. To provide training, resources and support for other key health care professionals to ensure that stop smoking support is available and accessible through all health care professional groups

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Degree or equivalent – health promotion or related discipline	Postgraduate qualification – relevant discipline
Experience and knowledge	<p>Behaviour Change – significant understanding of behaviour change theory and its practical application.</p> <p>Addiction – demonstrate understanding of the physiological and psychological elements of smoking addiction.</p> <p>Public Health prevention agenda – in depth knowledge of public health priorities including demonstrable knowledge of these at a locality level and of the strategies which impact on these outcomes.</p> <p>Specialist evidence base – significant experience of working in an evidence-based advice setting or of using experience to impact on patient/ customer outcomes.</p> <p>Working with diverse range of clients with significant and complex needs – significant experience of managing cases or similar where customers have a variety of health and wellbeing needs.</p>	Needs analysis – understanding of the process and application of strategic needs analysis and how this informs public health policy at a national and local level.

Attributes	Essential criteria	Desirable criteria
Ability and Skills	<p>Motivational interviewing – qualification and/ or significant experience of motivational interviewing techniques and evidence of the impact of personal practice on patient/ customer outcomes.</p> <p>Relationship building – significant skills in building relationships with the full range of customers from all groups within society.</p> <p>Solution focussed problem solving – demonstrate skills in developing innovative and sustainable solutions to problems.</p> <p>Listening skills – exceptional active listening skills to empathise effectively with customers.</p> <p>IT literacy – good level of IT literacy to ensure accurate recording of information and efficient communications with customers.</p> <p>Ability to work independently and in a lone working environment providing specialist advice, support and information</p> <p>Ability to effectively manage own time in line with agreed priorities and deadlines.</p> <p>Sufficient fluency in spoken English to enable the effective performance of the role.</p>	

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Availability to work across North Northamptonshire with access to a car.	