WHERE CAREERS THRIVE

When potential is unlocked, talent *thrives*

West Northamptonshire Council

Stop Smoking Service Advisor

Public Health, People

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

West Northamptonshire Council

Purpose and impact:

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.
- 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

Accountable to:

The role is accountable to the Stop Smoking Service Specialist. The role sits within the Public Health Team within the People Directorate in West Northamptonshire Council.

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
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 the county though a partnership approach, working with individuals and groups such as Acute Trusts, Maternity Services, Primary Care, Pharmacies, Public Health 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
9. Offer a flexible service based on local need – this will include travelling across the County with the potential to work weekends and evenings.
10. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, though effective use of Office 365 and our internal IT systems and applications.
11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

12. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

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.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Motivational interviewing - Qualification and/ or significant experience of motivational interviewing techniques and evidence of the impact of personal practice on patient/ customer outcomes.	E	A, T, I, P, D
Relationship building - Significant skills in building relationships with the full range of customers from all groups within society	E	A/I
Solution focused problem solving - Demonstrable skills in developing innovative and sustainable solutions to problems.	E	A/I
Listening skills - Exceptional active listening skills in order to empathise effectively with customers.	E	A/I
IT literacy - Good level of IT literacy to ensure accurate recording of information and efficient communications with customers	E	A/I
Qualities and attitudes - Ability to work independently and in a lone working environment providing specialist advice, support and information Ability to effectively manage own time in line with agreed priorities and deadlines. Availability to work across the whole council geography.	E	A/I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A/T/I

Knowledge:	Essential / Desirable	Measured by
Behavioural change - Significant understanding of behaviour change theory and its practical application	E	A, T, I, P, D
Addiction - Demonstrable understanding of the physiological and psychological elements of smoking addiction	E	A/I
Public health prevention agenda - In depth knowledge of public health priorities including demonstrable knowledge of these at a county and locality level and of the strategies which impact on these outcomes.	E	A/I
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.	D	A/I

Relevant experience:	Essential / Desirable	Measured by
Specialist evidence-based advice - Significant experience of working in an evidence-based advice setting or of using experience to impact on patient/ customer outcomes	E	A, T, I, P, D
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.	E	A/I

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree or equivalent - Health promotion or related discipline	D	A, D
Postgraduate qualification – Relevant discipline	D	A, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include

Enhanced Disclosure and Barring Service checks

Day-to-day in the role:

Hours:	18.5	**Primary work base:**	One Angel Square
Job family band:	Care and Welfare	**Worker type:**	Part Flexible
Salary range:	Band 5	**Budget responsibility:**	N/A
People management responsibility:	N/A		

Working conditions & how we work:

We are open to discussion about flexible working. . A Part Flexible Worker will have a specific work location, but also have the ability to work from other locations to meet the demands of the role. When not working from the office, you will be working remotely such as home, community hub, library for up to 3 days a week.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

"Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture"

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Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

West Northamptonshire Council