

## **Job Description and Person Specification**

### **Job details**

Job title: Stop Smoking Specialist  
Grade: Grade 5 £32,076  
Reports to: Team Leader  
Responsible for: Stop Smoking Advisors  
Directorate and Service area: Public Health

### **Purpose of the job**

Working as a key member of the North Northamptonshire Stop Smoking Service you will play an important role in the implementation and expansion of the smoking cessation programme. The Stop Smoking Service provides specialist stop smoking support and works with key partners to create referral pathways and upskill staff who engage with groups in which smoking is highly concentrated.

You will help to:

- Develop, implement, promote and deliver the Specialist area of Smoking Cessation and Tobacco control working towards set KPIs and government guidelines
- Follow national and regional recommendations to develop the specialist area of Smoking Cessation and Tobacco Control throughout North Northamptonshire
- Work with internal and external partners sharing expertise to develop robust working relationships
- Analyse, monitor and evaluate performance data to ensure quality standards are met
- Line manage Stop Smoking Advisors and work closely with the teams Senior Administrator

### **Principal responsibilities**

1. Service Development and delivery – Taking lead responsibility countywide for the specialist area of Smoking Cessation across North Northamptonshire. Developing policies and work programmes contributing to the strategies that will increase take up of stop smoking and harm reduction services for target groups in the county.
2. Training and development – Identifying, developing, leading and evaluating training needs for colleagues, partners and community organisations related to your specialist area providing level 2 training and refresher training annually. Delivering brief and intermediate training for health and other professionals, voluntary sector and community leaders involved in delivering Stop Smoking Interventions.
3. Partnership working – Developing and sustaining both internal and external partnerships successfully. Identifying opportunities and building links to increase capacity, working with communities to encourage support and intervention.
4. Analysis and monitoring – Maintaining efficient and accurate management information systems, providing both quantitative and qualitative data at regular points as agreed with your line manager. Working in line with the Department of Health and local monitoring arrangements producing concise and accurate reports/reviews of the service and disseminate as necessary.
5. Evaluation and Improvement – Identifying and using data efficiently to improve performance, identifying underperforming providers and providing improvement workshops

and action planning for partners to improve service delivery. Reviewing trends and smoking support patterns to identify, develop and support stop smoking services.

6. Promotion and Marketing – Conducting all promotion / marketing in a professional manner, giving accurate and timely information. Leading planning and delivering training/presentations or community events to promote the service and associated health and wellbeing messages to the public and partners.

### **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 councils 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><b>Leadership and service development</b></p> <ul style="list-style-type: none"> <li>• Significant and demonstrable experience of managing teams of staff within a specialist service environment.</li> <li>• Evidence developing new work programmes and offers for that specialism.</li> <li>• Specialist knowledge of Smoking Cessation theories and methodologies including Tobacco Control.</li> <li>• Service delivery against KPI's. Demonstrable experience at bringing about service improvements to meet performance indicators within a specialist environment.</li> <li>• Experience of training delivery and presenting.</li> <li>• Proven ability to analyse and evaluate the effectiveness of Specialist Health Improvement programmes of work including performance and data.</li> <li>• Community Development knowledge and training.</li> </ul>	<p><b>Leadership and service development</b></p> <ul style="list-style-type: none"> <li>• Media, marketing and promotion training</li> </ul>

Attributes	Essential criteria	Desirable criteria
	<p><b>Behaviour Change</b></p> <ul style="list-style-type: none"> <li>• Significant understanding of behaviour change theory and its practical application.</li> <li>• Evidence of managing change.</li> <li>• Experience of developing successful partnerships.</li> <li>• Ability to lead colleagues developing new health programmes/interventions.</li> </ul> <p><b>Addiction</b></p> <ul style="list-style-type: none"> <li>• Demonstrable understanding of the physiological and psychological elements of smoking addiction.</li> </ul> <p><b>Public health prevention agenda</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Needs Analysis</b></p> <ul style="list-style-type: none"> <li>• Understanding of the process and application of strategic needs analysis and how this informs public health policy at a national and local level.</li> </ul>	

Attributes	Essential criteria	Desirable criteria
Ability and Skills	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills both written and verbal and good listening skills.</li> <li>• An ability to present ideas logically and positively.</li> <li>• Confident and willing to communicate with a wide range of people.</li> <li>• Liaise, negotiate and work effectively with colleagues and key partners.</li> <li>• Analytical/critical thinking.</li> <li>• Evidence of influencing skills in strategic development.</li> </ul> <p><b>Prioritising and Organisational Skills</b></p> <ul style="list-style-type: none"> <li>• Systematic approach to planning and implementing.</li> <li>• Tackle issues and ensure agreed priorities are delivered.</li> <li>• An ability to prioritise workload of self and staff in order to achieve deadlines.</li> <li>• Able to work under pressure.</li> <li>• Demonstrate creative and solution focussed problem solving.</li> </ul> <p><b>Flexible and Positive</b></p> <ul style="list-style-type: none"> <li>• Commitment to and enthusiasm for challenge and change</li> <li>• Flexible and positive attitude.</li> <li>• An ability to travel to other locations across North Northamptonshire.</li> </ul>	

Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of issues effecting the service.</li> </ul> <p><b>Motivation and Commitment</b></p> <ul style="list-style-type: none"> <li>• Commitment to personal and team development.</li> <li>• Proactive in seeking to improve service delivery.</li> <li>• Able to motivate, lead, and manage a team.</li> </ul> <p><b>Analysis and Monitoring</b></p> <ul style="list-style-type: none"> <li>• Proven ability to analyse and evaluate the effectiveness of Specialist Health Improvement Programmes of work.</li> </ul>	
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.	