



Job Description

Details of the job

Post title:	Stop Smoking Specialist
Salary grade:	Grade J
Hours:	37 Hours
Location:	One Angel Square, Northampton
Reports to:	Service / Area Manager (Stop Smoking Service)
Service Area:	Public Health & Wellbeing

Overall purpose of the job

Working as a key member of the West 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 West 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 the teams Senior Administrator

Principal responsibilities

1.	Service Development and delivery Taking lead responsibility countywide for the specialist area of Smoking Cessation across West 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 general public and partners



**Person
Specification**

Post Title:	Stop Smoking Specialist
Grade:	Grade J
Service Area	West Northamptonshire Stop Smoking Service

Qualifications Required	Subject	Essential / Desirable
Degree or equivalent	Health promotion or related discipline	E
Postgraduate qualification	Relevant discipline	D

Identify	Describe	Essential / Desirable
Experience and Knowledge		
Leadership and service development	<p>Significant and demonstrable experience of managing teams of staff within a specialist service environment</p> <p>Evidence developing new work programmes and offers for that specialism</p> <p>Specialist knowledge of Smoking Cessation theories and methodologies including Tobacco Control</p> <p>Service delivery against KPI's Demonstrable experience at bringing about service improvements to meet performance indicators within a specialist environment</p> <p>Experience of training delivery and presenting</p> <p>Proven ability to analyse and evaluate the effectiveness of Specialist Health Improvement programmes of work including performance and data</p> <p>Community Development knowledge and training</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>



	Media, marketing and promotion training	D
Behaviour change	<p>Significant understanding of behaviour change theory and its practical application</p> <p>Evidence of managing change</p> <p>Experience of developing successful partnerships</p> <p>Ability to lead colleagues developing new health programmes/interventions</p>	E
Addiction	Demonstrable understanding of the physiological and psychological elements of smoking addiction	E
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
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.	E
Skills		
Communication	<p>Excellent communication skills both written and verbal and good listening skills</p> <p>An ability to present ideas logically and positively</p> <p>Confident and willing to communicate with a wide range of people</p> <p>Liaise, negotiate and work effectively with colleagues and key partners</p> <p>Analytical/critical thinking</p> <p>Evidence of influencing skills in strategic development</p>	E
Prioritising and Organisational skills	<p>Systematic approach to planning and implementing</p> <p>Tackle issues and ensure agreed priorities are delivered</p>	E



	An ability to prioritise workload of self and staff in order to achieve deadlines Able to work under pressure Demonstrate creative and solution focussed problem solving	
Flexible and Positive	Commitment to and enthusiasm for challenge and change Flexible and positive attitude An ability to travel to other locations across West Northamptonshire Demonstrate an understanding of issues effecting the service	E
Motivation and Commitment	Commitment to personal and team development Proactive in seeking to improve service delivery Able to motivate, lead, and manage a team	E
Analysis and monitoring	Proven ability to analyse and evaluate the effectiveness of Specialist Health Improvement Programmes of work	E