



## **Job Description and Person Specification**

### **Job details**

Job title: Stop Smoking Advisor

Grade: H

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.

### **Principle 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 through a partnership approach, working with individuals and groups such as Acute Trusts, Maternity Services, Primary Care, Pharmacies, Public Health 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.



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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.

### **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. 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.



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**Person Specification**

<b>Attributes</b>	<b>Essential criteria</b>	<b>Desirable criteria</b>
Education, Qualifications and Training	Educated to degree level in Health related topic or equivalent.	Postgraduate qualification in a relevant discipline.
Experience and Knowledge	<p>Significant experience of working in an evidence-based advice setting or of using experience to impact on patient/ customer outcomes.</p> <p>Significant experience of managing cases or similar where customers have a variety of health and wellbeing needs.</p> <p>Significant understanding of behaviour change theory and its practical application.</p> <p>Demonstrable understanding of the physiological and psychological elements of smoking addiction.</p> <p>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.</p>	Understanding of the process and application of strategic needs analysis and how this informs public health policy at a national and local level.
Ability and Skills	<p>Qualification and/ or significant experience of motivational interviewing techniques and evidence of the impact of personal practice on patient/ customer outcomes.</p> <p>Significant skills in building relationships with the full range of customers from all groups within society.</p> <p>Demonstrable skills in developing innovative and sustainable solutions to problems.</p>	



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	<p>Exceptional active listening skills in order to empathise effectively with customers.</p> <p>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>Availability to work county wide.</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p>	