

PERSON SPECIFICATION

JOB TITLE:	Tobacco Cessation Service
JOB BAND:	Band 7

Qualifications & Education	Weighting (Essential or Desirable)
<ul style="list-style-type: none"> Registered Nurse with current NMC registration or registered AHP 	Essential
<ul style="list-style-type: none"> Postgraduate diploma or master's degree in public health /health promotion or equivalent qualification in relevant field 	Desirable
<ul style="list-style-type: none"> Tobacco Cessation Training level 3 or willing to undertake within 3 months of starting in post 	Essential

Knowledge and Training	Weighting (Essential or Desirable)
<ul style="list-style-type: none"> Substantial experience of working in, or with the NHS, facilitating change to improve care or outcomes 	Essential
<ul style="list-style-type: none"> Experience of behaviour change techniques, focusing on best practice guidance of effectiveness 	Essential
<ul style="list-style-type: none"> Demonstrate experience of staff management and leading a team 	Essential
<ul style="list-style-type: none"> Experience of developing strategies and implementing policy to facilitate and achieve change within health care 	Essential
<ul style="list-style-type: none"> Experience of managing and mitigating risks 	Essential
<ul style="list-style-type: none"> Knowledge and understanding of relevant NICE guidance and the NHS long term plan for treating tobacco dependence 	Essential
<ul style="list-style-type: none"> Multi-disciplinary team working experience 	Essential
<ul style="list-style-type: none"> Experience of performance reporting and delivering targets 	Desirable
<ul style="list-style-type: none"> Keen to develop own skills and develop others 	Essential
<ul style="list-style-type: none"> Specialist knowledge of current issues in Tobacco Cessation services 	Essential

Experience	Weighting (Essential or Desirable)
<ul style="list-style-type: none"> • Experience of working in a patient/customer focused environment in the NHS community setting or hospital setting 	Essential
<ul style="list-style-type: none"> • Experience of working independently and as part of a team. 	Essential
<ul style="list-style-type: none"> • Experience of working within a healthcare /NHS setting. 	Essential
<ul style="list-style-type: none"> • Evidence of a variety of transferable skills and knowledge 	Essential
<ul style="list-style-type: none"> • Experience of supporting healthy lifestyles/ facilitating behaviour change. 	Desirable
<ul style="list-style-type: none"> • Experience of handling challenging situations. 	Desirable
<ul style="list-style-type: none"> • Knowledge of tobacco dependency treatments 	Essential
<ul style="list-style-type: none"> • Effective leadership skills and an understanding of leadership theory and practice 	Essential
<ul style="list-style-type: none"> • Problem solving skills 	Essential
<ul style="list-style-type: none"> • Experience of service planning and managing change 	Essential
<ul style="list-style-type: none"> • Knowledge of data collection and monitoring systems. Ability to analyse and interpret data, facts or situations 	Desirable
<ul style="list-style-type: none"> • Experience in Auditing and meeting nationally and locally KPI's 	Essential

Communication & Personal Qualities	Weighting (Essential or Desirable)
<ul style="list-style-type: none"> • Excellent communication (written and verbal) and listening skills 	Essential
<ul style="list-style-type: none"> • Ability to work within a team and develop others 	Essential
<ul style="list-style-type: none"> • Skilled practitioner who can act as a role model 	Essential
<ul style="list-style-type: none"> • Strong leadership skills, with an ability to build highly effective teams 	
<ul style="list-style-type: none"> • Computer literate 	Essential
<ul style="list-style-type: none"> • Ability to establish productive working relationships with internal and external agencies. 	Essential
<ul style="list-style-type: none"> • Flexible and responsive to change 	Essential
<ul style="list-style-type: none"> • Demonstrates respect for patient dignity and confidentiality 	Essential
<ul style="list-style-type: none"> • Demonstrates a caring attitude to patient care 	Essential
<ul style="list-style-type: none"> • Demonstrates an excellent attitude to their work 	Essential
<ul style="list-style-type: none"> • Organised approach with attention to detail 	Essential
<ul style="list-style-type: none"> • Demonstrates autonomy 	Essential

• Honest and Trustworthy	Essential
• A non-judgmental attitude with patients and colleagues	Essential
• Flexibility and adaptability to changing situations	Essential
• Flexibility to work across trust sites if required	Essential
• Able to cope with stressful or emotional circumstances	Essential
• Knowledge of addiction and ability to show empathy and compassion to people in challenging situations	Desirable
• Ability to demonstrate negotiating and influencing skills	Desirable

Planning & Organisational Skills	Weighting (Essential or Desirable)
• Good organisation skills	Essential
• Accurate record keeping skills	Essential
• Ability to prioritise workload to meet deadlines, maintaining attention to detail.	Essential
• Ability to work flexible hours when team / service requires including evenings and weekends	Essential

Physical Skills	Weighting (Essential or Desirable)
• Ability to work as part of a team	Essential
• Willingness to work on own initiative with guidance and input from managers, following standard operating procedures.	Essential
• Fully supportive of Trusts smoke free policy acting as a smoke free champion	Essential

Equality, Diversity, Inclusion and Trust Values	Weighting (Essential or Desirable)
Able to provide safe, caring, and effective services	Essential
Values and behaviours that reflect the Trust values of Care, Respect and Responsibility	Essential
Commitment to creating a diverse and inclusive workplace that is free from discrimination and where people feel they belong and their contribution is valued	Essential

Prepared by:	Donna Parry
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Job evaluation completed:	
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