

JOB SUMMARY

Post Title	<i>Smoke Free Officer</i>						
Job Family	<i>Service Delivery</i>	Pay Range	<i>05</i>	Line Manager to others?	No	Role profile ref	<i>SD05</i>
Service Area	<i>Corporate Services</i>						
Line Manager	<i>Health & Safety Advisor</i>						
Location	<i>Council sites island wide and working from home</i>						

Job Purpose

To promote smoking cessation services to staff within the Council by engaging with staff that smoke and supporting those staff in accessing various relevant services.

To work with other council services to promote smoking cessation and other wellbeing initiatives within the council.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- Developing internal smoking cessation pathways to help IWC staff stop smoking
 - Working with internal and external partners (clinical and non-clinical) to develop routes to assist staff access smoking cessation help and support.
- Engage employees that smoke outside of council facilities, build relationships and encourage them to access the help available through the pathways. Track them throughout their journey through the pathway and signpost to resources appropriately.
- Provide effective administration of the of the smoking cessation sessions booking and tracking system
 - Develop the admin system and the business process
 - Produce simple reports as required on service levels and general performance.
 - Arrange bookings of smoking cessation sessions over a pre-agreed period for individual staff.
 - Track the progress of staff through the pathways, the outcomes for the individual, and their attendance at the sessions.
- Ensure there is a clear smoke free message evident in all Council buildings and appropriate smoke free communications across digital channels
 - Work with facilities staff to ensure that appropriate smoke free signage is displayed at all council buildings.
 - Arrange for smoking cessation posters to be displayed around council buildings where appropriate following necessary guidelines.
 - Design and distribute digital smoking cessation communications across appropriate channels such as the Vine, Intranet and Teams
- Create and maintain a sustainable program of smoke free champions across the council
 - Establish a group of smoke free champions in the workforce.
 - Arrange training for champions.
 - Supporting them in doing their work – including dealing with difficult conversations.
 - Arrange and facilitate regular support meetings and CPD for the champions.
- Assisting with planning of wellbeing events and ensuring smoking cessation is adequately represented
 - Setting up a stand and promoting smoking cessation at staff events.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Reliable, responsible.	<i>Able to evidence your ability to work independently towards agreed targets</i>	E	
Self-motivated with the ability to work to clearly defined targets / deadlines.	<i>Able to evidence ability to arrange visits to council sites, with due sensitivity to their nature</i>	E	

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Awareness and understanding of the customer's needs.	<ol style="list-style-type: none"> 1. <i>Ability to deal with people empathetically and sympathetically</i> 2. <i>To be able to understand and explain the program of support available to them in a clear and simply manner</i> 	E	
Evidence of practical experience in an appropriate work environment and ability to advise others on relevant issues.	<i>Demonstratable experience of advising people and signposting them to suitable support ideally but not necessarily in a health setting</i>	E	
	<i>Experience of working in a role where targets and deadlines are met without constant supervision</i>	E	
Safe and competent use of relevant equipment / tools.	<i>Possess full UK driving license with access to own vehicle with a willingness to travel to council facilities across the island</i>	E	
Knowledge of relevant health and safety procedures.	<i>Knowledge of standard procedures particularly travelling and working alone safely</i>		D
Ability to communicate clearly with sensitivity and empathy to build trust both one to one and with groups.	<i>Able to communicate well with smokers and others, build relationships and encourage them to access the help available</i>	E	
Ability to follow routines, carry out set plans, record and monitor information accurately.	<i>Able to effectively plan and arrange meetings / training of a period of months.</i>	E	
	<i>Ability to track and report on attendance.</i>	E	
Basic literacy and numeracy		E	
Practical knowledge of ICT systems.	<i>Practical understanding of Microsoft office in particular email and word processing, with a willingness to learn certain bespoke council software (Accident reporting software)</i>	E	
	<i>Experience of handling data and using spreadsheets</i>	E	
Able to maintain accurate records as and when required.		E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.		E	
GCSE level qualifications or equivalent experience	<i>GCSE in English and Maths or equivalent qualification or experience</i>	E	
*RSPH smoking cessation qualification			D
Other Requirements			
<i>Must be able to travel between multiple council sites during the working day</i>			