

**JOB TITLE:** Smoking Cessation Advisor  
**BAND:** 5

**Job Summary**

- Responsible for delivering a Smoking Cessation service to clients living in Powys, in line with the Help Me Quit (HMQ) programme funded by the Welsh Government.
- Provide intensive behavioural support and advice to smokers who wish to stop smoking.
- Responsible for working with clients to develop a treatment plan and providing them with access to nicotine replacement therapy.
- Responsible for maintaining and inputting client records on the Quit Manager system.

**Responsible to**

<b>Reporting:</b> Clinical Lead Smoking Cessation	<b>Accountable:</b> Clinical Lead Smoking Cessation	<b>Professionally:</b> N/A
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**Responsibilities and Duties**

- Establish and maintain effective relationships with clients who wish to stop smoking to provide intensive smoking cessation support and with other partners regarding the Smoking Cessation service.
- Utilise motivational interviewing techniques and behaviour change skills, to develop a treatment plan with the client and discuss the use of appropriate pharmacotherapy.
- Provide clients with appropriate Smoking Cessation advice and support, based on client needs and agreed service options e.g. determining the patient's Fagerstrom score (nicotine dependency) and preferred choice of nicotine replacement therapy.
- Use own initiative and judgement to prioritise competing demands and work effectively to specific timescales.
- Identify opportunities to develop and improve services for clients.
- Provide smoking cessation interventions in line with the evidence base and the HMQ minimum standards.
- Organise and deliver smoking cessation support on an individual or group basis, according to client's needs and preferences.

- Organise schedule of appointments with client, including follow up appointments as appropriate.
- Liaise and work with other 'Help Me Quit' programmes to ensure an integrated Smoking Cessation service is provided.
- Liaise with clinical staff to ensure smoking cessation support and pharmacotherapy is included in patient care plans for inpatients.
- Support and train Health Board staff to undertake brief interventions with own clients and follow relevant Smoking Cessation protocols.
- Participate in activities to promote the Smoking Cessation service to staff, patients and visitors, including work with the media in line with agreed protocols. Support the promotion of relevant national campaigns e.g. No Smoking Day.
- Provide advice to members of the public, health professionals and others on subjects relating to smoking and cessation.
- Be aware of relevant evidence-based information on Smoking Cessation approaches and methods and identify opportunities to integrate these into practice. Keep up to date with the evidence base in relation to health-related behaviour change and identify opportunities to integrate this into practice.
- Contribute to service reviews, reports and the development and adjustment of policies/protocols within the service.
- Participate in audits to ensure service standards are maintained and monitored.
- Work independently and respond to the varying demands of the service.

- Produce monthly statistical reports for the Powys Public Health Team, using computer software and appropriate patient database(s). Use standard keyboard skills and IT equipment for communication and data entry.
- Accept and respond to referrals in line with Nationally agreed protocols.
- Adhere to routine documentation and data collection protocols and policies.
- Maintain accurate and confidential client records for evaluation, follow up and maintenance of quality of care and input data into the Quit Manager system, in line with agreed protocols.
- Contribute to service reviews, reports and developments and contribute to the implementation of agreed service changes/improvements.
- Ensure clients are followed up in line with the monitoring and evaluation protocol.
- Contribute to the continual development process of the service, including participation in peer support sessions and team meetings.
- Critically review own practice and participate in reflective practice as part of personal development and to ensure that a culture of continual improvement is developed and maintained.
- Responsible for the care, maintenance and use of relevant service equipment, including carbon monoxide monitors.
- Responsible for the handling, transportation and safe use of display equipment and audio-visual aids.
- Participate in evaluation and research within agreed protocols.

## **PERSON SPECIFICATION**

### **Qualifications and Knowledge**

**Essential**

- Degree level education or equivalent demonstrable experience
- Recognised professional qualification in health or social care e.g. RGN, HCPC, Diploma in Counselling, CQSW
- Understanding of the principles and practice of client confidentiality
- Health related behaviour and behaviour change strategies
- Knowledge of existing Smoking Cessation services

**Desirable**

- Counselling qualification e.g. Certificate in Counselling, WNB Counselling Skills
- Full National Centre for Smoking Cessation Training (NCSCT) Advisor training/certification or willing to undertake
- Knowledge of nicotine replacement therapy

**Experience****Essential**

- Experience of providing client/patient centred services in a health or social care setting
- Experience of health education / one to one behaviour change support on health issues

**Desirable**

- Experience in working with smoking or other addictive behaviours

**Skills and Attributes****Essential**

- Organisational skills to prioritise work. Meet deadlines and work under pressure
- Verbal and written communication skills
- Ability to work independently to agreed objectives and as part of a team
- Self-motivated and able to work without supervision
- Problem solving and fact finding
- Familiar and competent with Microsoft Office packages, especially Word, Outlook, Excel and PowerPoint
- Willingness to support promotional activity and campaigns

**Desirable**

- Some ability to speak, read and/or write Welsh, or an eagerness to learn
- Ability to analyse, research and interpret data

**Other**

**Essential**

- Demonstrate PTHB Values
- Ability to travel throughout locality in a timely manner to participate in meetings and service delivery
- Ability to transport small equipment and resources
- Willingness to work flexible hours, including evenings, when required to meet service demands

Organisational Chart

Principal Public Health  
Practitioner

Clinical Lead for  
Smoking Cessation

THIS POST

### **GENERAL REQUIREMENTS**

Include those relevant to the post requirements

ESR Position Number: Cyf ESR.: 46061526 - Approval Date: Dyddiad Cymeradwyo: 06/08/2025 (Review Date: 22/09/2025)

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with their organization's Compliance Notice under the Welsh Language Standards, as well as any local policies with regards the Welsh language; as well as taking every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.

- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have **indirect contact** with patients/service users/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Standard Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated

infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.