

## Job Description

**Title: Smoking Cessation Advisor**

**Band: 3**

**Staff Group: Admin and Clerical**

**Reports to: Smoking Cessation Supervisor and Programme Lead**

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### Job Purpose:

All patients admitted to PHUT should have their smoking status recorded and their smoking habits documented in line with the public health agenda. This will then enable the post holder to provide smoking cessation support to inpatients on all wards who want to stop smoking.

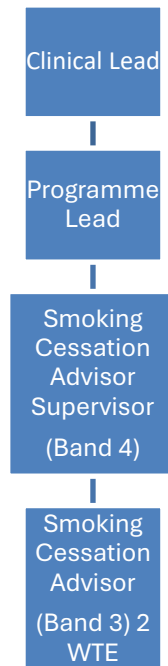
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### Specific Core Functions

- Deliver smoking cessation services to inpatients within Medicine Care group wards, reporting to the Band 4 Supervisor.
  - Establish and maintain communication with patients, relatives and carers, working in partnership with the multidisciplinary team to provide holistic patient care.
  - Assist in maintaining own and others' health, safety and security.
  - Assist with a wide range of administrative services to the smoking cessation team.
  - Assisting in the transfer of patients to community smoking cessation services.
  - Access several computer systems to track patient's progress and current status in treatment pathway.
  - Undertake data entry onto local and national databases and updating of spreadsheets.
  - Dealing promptly with a wide range of enquiries from staff and patients.
  - Ability to work flexibly to meet the demands of the service.
  - Contribute to own personal development.
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## Organisational Chart

### Organisational Chart



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## Other

This job description does not purport to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility.

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### ***Communications and Relationships***

- To communicate with people clearly in a manner and at a level of understanding appropriate to their abilities, preferences and beliefs.
- To actively listen and respond to the needs of patients, relatives and carers.
- To provide assistance to patients, relatives and carers, utilising persuasive skills, reassurance, tact and empathy as required.
- To communicate information only to those people who have a right and a need to know, respecting confidentiality, in line with PHT policy and procedure.

### ***Analytical and Judgmental Skills***

- To actively assess peoples' health, safety and wellbeing whilst delivering personal care.
- Recognise when there is a change in an individual's health and well-being, requiring referral to a senior member of staff.

## **Responsibility for Patient Care**

- To correctly undertake tasks that have been delegated.
- To record information accurately and pass it to the relevant people in the team in a timely manner.
- To identify and report any changes that might affect the patient's health and well-being or any possible risks that NRT may pose.
- To obtain agreement from patient/carers before engaging.
- To respect the individual's privacy, dignity and beliefs.
- To prepare and support the patient appropriately during any activity that is to be undertaken facilitating patient independence and enablement as appropriate.
- To promptly alert the team where there are any changes in the patient's health and wellbeing or any possible risks



### **Management Essentials**

We are proud to offer a comprehensive development programme, Management Essentials, designed to equip staff with the skills and knowledge to become effective managers.

This post has been identified as a role that will benefit from this training, and you will be able to enrol in both mandatory and, relevant, optional modules upon commencement with the Trust.

Please click [here](#) for further information on the Management Essentials programme.



### **Leadership Insights**

Additionally, our new leadership development programme, Leadership Insights, aims to help all newly promoted, existing and aspiring leaders, at every level at the Trust, to recognise, reflect and role model the core principles of people-centred leadership.

If, this is of interest to you, you will be able to enrol upon commencement with the Trust.

Please click [here](#) for further information on the Leadership Insights programme.

## **Person Specification**

### **Qualifications**

#### *Essential*

- Standard GCSE/NVQ

#### *Desirable*

- NCSCT Level 2 Training

### **Experience**

#### *Essential*

- Customer care experience
- Experience of working in an NHS environment

## Skills & Knowledge

### *Essential*

- The ability to work using own initiative and without supervision.
- Excellent verbal and written communication skills.
- Ability to use a personal computer with knowledge of word processing, and Windows applications
- Customer service background
- Attention to detail and able to work to deadlines
- Time management

### *Desirable*

- **Knowledge of NHS Trust environment and NHS software**

## **Working Together For Patients with Compassion as One Team Always Improving**

**Strategic approach** (clarity on objectives, clear on expectations)

**Relationship building** (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

**Personal credibility** (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

**Passion to succeed** (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

**Harness performance through teams** (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff, respect diversity)

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Job holders are required to act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition, all staff are expected to complete essential/mandatory training in this area.

**Print Name: Kirsty McGuire**

**Date: 25.06.26**

**Signature: Kirsty McGuire**