

## Role Profile

Details	
<b>Job Title:</b>	Stop Smoking Specialist
<b>Reports to:</b>	Health Initiatives and Services Manager
<b>Based in:</b>	Harrogate
<b>Contract type:</b>	Full time, 37 hours (job share may be available)
Overall purpose of the role	
<p>Yorkshire Cancer Research is looking to recruit Stop Smoking Specialists to help deliver our new stop smoking service and underpin its commitment to support people to stop smoking and reduce the risk of cancer. The stop smoking specialist will provide specialist advice and support to our service users around tobacco addiction and provide evidence-based approaches in line with national guidance and good practice to help them to quit smoking.</p> <p>This new role will be part of a growing team at the charity and will be vital in the implementation of our strategy to ensure people in Yorkshire receive the best prevention, diagnosis and treatment. The role will deliver evidence base stop smoking interventions to patients referred into the service, providing support, advice and guidance either face to face, virtually or by telephone to maximise quitting outcomes. The post holder will work as part of a team to respond to referrals and work closely with our Active Together Services, that are being rolled out across Yorkshire, and NHS Trusts where we fund in patient smoking cessation programmes.</p> <p>The Stop Smoking Specialist will also have the opportunity to spend time and learn new skills from our various smoking cessation research projects including the Yorkshire Enhanced Stop Smoking Study.</p>	
Key responsibilities	
<p><b>Provide &amp; Monitor Care</b></p> <ul style="list-style-type: none"> <li>Autonomously deliver smoking cessation assessments, advice and support, minimizing harm from tobacco and health-related issues in line with best guidance and protocols.</li> <li>Undertake client assessments, making appropriate pharmacotherapy decisions, provide ongoing client support and undertaking 4 and 12 week follow-ups.</li> <li>Advise on stop smoking medications to patients including all forms of NRT, vapes (e.cigarettes) as well as non-nicotine treatments.</li> <li>Manage a stock of NRT and Vaping Starter kits.</li> <li>Help patients who smoke to quit, communicating in a sensitive, client centred manner.</li> <li>Undertake Carbon Monoxide (CO) testing for patients who engage with the service. Both at first contact with the service and 28 days following discharge (where possible).</li> <li>Liaise with health care providers to ensure robust continuity of care for the patients, including arranging prescription only stop smoking medication (agreeing follow-up appointments/contacts, feeding back to healthcare partners e.g., GP/primary care).</li> </ul>	

- Respond effectively to referrals within stated timescales. Work closely with the staff of other funded projects ensuring a smooth hand over of patient care.

### **Monitoring & Evaluation**

- Contribute to the monitoring and evaluation of the service, including the completion of the minimum data set aligned to NHS England mandatory requirements. This will include following up with patients following discharge to monitor stop smoking outcomes.
- Manage caseload of patients and be responsible for all associated tasks, including follow-up appointments, and managing diary commitments.
- Communicate effectively with colleagues, providing clear verbal, digital or written information and instructions when sharing information, delegating, or handing over responsibility for care to ensure that smoking cessation records are kept up to date and accurate.
- Undertake specific project and/or development activities under the supervision of the Service Manager.
- Ensure administrative duties are carried out efficiently and effectively in order to meet the needs of the service.
- Alert the line manager to any issues in work (including concerns about individuals) and maintain confidentiality.
- Always promote a safe working environment, and report untoward incidents in line with the charity's policy.

### **Partnership Working**

- Work collaboratively and co-operatively with other members of the team and observe operational policy and procedures requirements.
- Actively help to facilitate a smoke free environment at the charity through your day-to-day work. Liaise with a variety of internal and external partners to help build good networks and ensure sufficient referrals to the service are maintained.

### **Public and Patient Involvement (PPI)**

- Work with the Services Manager and Head of Services to ensure that public and patient insight and involvement is captured, which will shape the development, delivery and evaluation of our service to make sure they are patient centred.
- When required be the first point of contact for complaints and implement the complaints procedure in a timely manner.
- Patients may not wish to engage with the service offered and you will be required to respond appropriately, supporting patient choice.
- You will encounter a wide range of patients in the course of your duties and of particular significance will be the need to ensure a patient centred service.

### **Work as 'One Team' within Yorkshire Cancer Research**

- Work with the Services Manager and Head of Services to identify other areas that the charity could have an impact by implementing Health Initiatives and Services that meet the charity's strategy.

- Provide routine reports and information relating to the progress and impact of the service.
- Work in collaboration with the Communications and Marketing teams to provide stop smoking resources to benefit our service users as well as ensure maximum publicity and recognition is gained through our work.

#### Other duties

- Undertake other duties relevant to the purpose of the role as requested by the Head of Services and the charity.

#### Qualifications

- Educated to GCSE (or equivalent) grade C or above in English and Maths.
- NVQ level 3 in Health care (or equivalent) is desirable but not essential.
- Demonstrable evidence of continuing professional development.
- National Centre for Smoking Cessation Training (NCSCT) Level 2 trained (essential).

#### Knowledge and experience

- Intermediate theoretical knowledge of stop smoking support, gained through Level 2 NCSCT.
- Substantial experience of providing smoking cessation support in a stop smoking service with good levels of quit rates.
- Experience of working in Health and Social Care setting or community.
- Experience of providing healthcare, healthcare advice or health improvement/promotion advice to patients or members of the public.
- Experience of using Microsoft Office software and SystmOne
- Knowledge and experience of database management and an understanding of its importance in the effective day to day delivery of health services.

#### Skills and abilities

- Proven IT skills, including data entry, accurate reporting of agreed care plans, using IT infrastructure to support effective handover of care
- Knowledge of health improvement procedures.
- Good knowledge and understanding of evidence-based practice in stopping smoking, the consequences of smoking and the benefits of quitting.
- Ability to build and maintain good working relationships with professionals / individuals from different professional / cultural backgrounds.
- Excellent communication (written and verbal) and listening skills.
- Good organisational skills
- A good understanding of GDPR and confidentiality issues.

#### Values and behaviours

- Passionate about the values of Yorkshire Cancer Research (see 'Our Values' included in this pack).
- Safeguarding is the responsibility of all employees who must remain aware and vigilant to potential safeguarding breaches and always report any suspicions or incidents following our internal reporting guidelines which will be shared during induction.
- Yorkshire Cancer Research operates a strict 'no smoking' policy throughout our premises, car parks and vehicles. Staff must not smoke whilst wearing Charity branded clothing or whilst on duty. If the post holder chooses to, the Charity will help and support them to stop completely or temporarily abstain from smoking during their working hours.

#### Other requirements

- Full UK driving licence and ability to travel across Yorkshire region.
- Proof of your eligibility to work in the UK.
- Professional qualification check and DBS check (to be undertaken once role is offered and accepted).

# Our Values & Behaviours

## Our Values



## Our Behaviours

	Behaviours
Here for Yorkshire	<p><b>The needs of people in Yorkshire come first</b></p> <p>Yorkshire Cancer Research exists to prevent diagnose and treat cancer in Yorkshire. The needs and interests of people in Yorkshire are at the forefront of what we do, how we think and how we act.</p> <p><b>People are the heart of everything we do</b></p> <p>When we develop new plans, projects and activities, we actively seek patient, supporter and/or customer input to inform our approach and decision-making.</p>
United by the Cause	<p><b>United by the need to <i>Give Yorkshire More Life to Live</i></b></p> <p>We are transparent and open in what we do and what we say, uniting to support one another in achieving our shared goals.</p>

	<p><b>We collaborate with each other and other organisations</b></p> <p>We work to build relationships based on trust and collaboration. We seek to understand the needs and objectives of others to establish the common ground and agree how we can work together to benefit people in Yorkshire.</p>
<b>Think Big and Bold</b>	<p><b>We deliver world-leading research and services</b></p> <p>We evaluate worldwide research and we test and we learn in order to drive the greatest advances and impact in cancer research and services. We promote a culture of continual improvement and innovation.</p> <p><b>We dare to think differently to Give Yorkshire More Life To Live</b></p> <p>We are ambitious and not afraid to try something new or difficult when it comes to achieving our goals.</p> <p>Nor are we afraid to make difficult decisions when they are in the best interests of those we exist to serve; the people of Yorkshire.</p>
<b>Making it Happen</b>	<p><b>We create and build solutions</b></p> <p>We are focused on understanding the impact of our work and the difference it is making. We ensure we are always pushing forward the achievement of our charity's vision.</p> <p><b>We approach our work with positivity, energy and drive</b></p> <p>We see every challenge as an opportunity to provide a solution.</p> <p>When it comes to preventing, diagnosis and treating cancer, we deliver pioneering solutions <i>To Give Yorkshire More Life To Live</i>.</p> <p>We pursue our goals with enthusiasm and commitment; always asking 'Can I, and can we, do more?'.</p>

## **Job Applicant Privacy Notice**

### **Data controller: Yorkshire Cancer Research (the Charity)**

As part of any recruitment process, the Charity collects and processes personal data relating to job applicants. The Charity is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What information does the Charity collect?**

The Charity collects a range of information about you. This includes but is not limited to:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Charity collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The Charity will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Charity will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### **Why does the Charity process personal data?**

The Charity needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Charity needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Charity has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Charity to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Charity may also need to process data from job applicants to respond to and defend against legal claims.

Where the Charity relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Charity processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Charity processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The Charity is obliged to seek information about criminal convictions and offences. Where the Charity seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Charity will keep your personal data on file in case there are future employment opportunities for which you may be suited. The Charity will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment process. This includes members of the HR and senior executive teams, interviewers involved in the recruitment process, managers in the Charity's team with the vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Charity will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Charity will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Charity will not transfer your data outside the United Kingdom.

### **How does the Charity protect data?**

The Charity takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. The Charity has a Data Protection Policy and an ICT Acceptable Use Policy which apply to all its employees.

### **For how long does the Charity keep data?**

If your application for employment is unsuccessful, the Charity will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the Charity will hold your data on file for a further period of 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new employee privacy statement.



## **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Charity to change incorrect or incomplete data;
- require the Charity to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Charity is relying on its legitimate interests as the legal ground for processing; and
- ask the Charity to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Charity's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Charity's Company Secretary, Joanne Mornin ([joanne.mornin@ycr.org.uk](mailto:joanne.mornin@ycr.org.uk))

You can make a subject access request by contacting the Company Secretary.

If you believe that the Charity has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the Charity during the recruitment process. However, if you do not provide the information, the Charity may not be able to process your application properly or at all.

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