



Job title	Smoking Cessation Team Leader	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	School of Medicine Academic unit of Life Span and Population Health	Location	Clinical Sciences Building, Nottingham City Hospital

Purpose of role

You will support the delivery of National Centre for Smoking Cessation and Training (NCSCT) standard smoking cessation support to participants of the YorQuit study. The YorQuit study is a multi-centre randomised controlled trial that seeks to test the acceptability and effectiveness of different approaches to providing stop smoking support to patients attending for lung health checks in Bradford, Hull and Leeds. Funded by Yorkshire Cancer Research, the study is led by Professor Rachael Murray from the University of Nottingham and Professor Matthew Callister from the University of Leeds Teaching hospital Trust.

You will provide high quality stop smoking support to participants in the study, and according to the study protocol. You will work closely with study participants to assess their readiness to quit and to develop personalised quit plans. You will provide support to study participants for as long as they require, for up to 12 weeks, over the telephone or video calls. You will be self-motivated and able to work using your own initiative. You will also be responsible for day-to-day supervision of a team of approximately five smoking cessation practitioners (SCPs). It is possible that this role, and the SCP posts will be employed from geographically dispersed locations, though there will be regular (likely monthly) in-person team meetings scheduled in Nottingham.

To find out more about the School of Medicine, its values, vision, teaching and research, please see our [further information leaflet](#).

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Leadership</p> <ul style="list-style-type: none"> ▪ Provide a leadership and service management role in the implementation and coordination of the stop smoking service ▪ Line manage a team of five smoking cessation practitioners taking responsibility for their day to day supervision and deal with pastoral issues as they arise. ▪ Liaise and work with the trial coordinator and study support workers to ensure that all consented participants are receiving appropriate support. ▪ Allocate work to SCP's and monitor deadlines ▪ Identify areas for staff development and training. Support the training of SCPs in data collection and ensure case report forms are completed consistently and accurately. 	30%

	<ul style="list-style-type: none"> ▪ Support the training of Study Support Workers to deliver Very Brief Advice to people attending for a Lung Health Check. ▪ Support the trial coordinator by providing updates on the service for the trial management group. ▪ Maintain and develop relationships with geographically dispersed team using Microsoft Teams or Zoom. 	
2	<p>Smoking cessation service</p> <ul style="list-style-type: none"> ▪ Maintain and use specialist knowledge and experience of cessation to provide a high standard of evidence-based cessation support to smokers in accordance with the study protocol and NCSCT guidelines. ▪ Oversee the collection of CO readings by working closely with the study support workers and SCP's ensuring case report forms are updated in a timely way. ▪ Oversee and monitor the dispensing of NRT products, e cigarettes and related paraphernalia to study participants and ensure relevant policies and procedures are adhered to. ▪ Cover annual leave or absence of other SCP's. ▪ Work flexibly to provide continuity of service and meet service needs. ▪ To continue to develop skills in and knowledge of stop smoking interventions, particularly for smokers aged over 55. 	60%
4	<p>Other:</p> <ul style="list-style-type: none"> ▪ Any duties appropriate to the grade and level of the post ▪ Work flexibly to provide cover for members of the team during periods absence 	10%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent organisational skills with a flexible approach to working and the ability to multi-task. ▪ Able to work independently. ▪ Self-motivated and able to motivate and influence others within the team ▪ Ability to build relationships and collaborate with others, internally and externally. ▪ Ability to provide individually tailored support according to the needs of a particular patient and their circumstances. ▪ Excellent computer skills, especially Microsoft Office software (Word, Excel and PowerPoint). ▪ Excellent record keeping skills with a high level of attention to detail. 	<ul style="list-style-type: none"> ▪ Demonstrable understanding of statutory Clinical Trial regulations, GCP and research governance requirements.
Knowledge and experience	<ul style="list-style-type: none"> ▪ In-depth understanding of smoking cessation delivery. ▪ Competent in delivering smoking cessation interventions at NCSCT practitioner level. ▪ Experience of managing a team and/or mentoring staff. ▪ The ability to work with all levels of staff to develop effective networks and alliances. ▪ Experience of maintaining record keeping and monitoring systems, and providing reports. ▪ Experience of providing staff training ▪ Willing to travel to Nottingham to attend team meetings 	<ul style="list-style-type: none"> ▪ Experience of working within Lung Health Check programmes, or similar. ▪ Experience of recruiting to research studies, including taking informed consent from research participants. In-depth understanding of the needs of people with a higher prevalence of smoking.

Qualifications, certification and training (relevant to role)	A HNC, HND OR NCSCT or equivalent qualification/certification, OR broad vocational experience in a relevant health or counselling field.	
Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ Satisfactory Basic disclosure from the Disclosure and Barring Service 	
Other	<ul style="list-style-type: none"> ▪ Adopting and delivering to the School of Medicine's Professional Services Service Excellence Standards ▪ Willingness to adopt the vision and values of the School of Medicine. 	



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others



