

JOB DESCRIPTION

Job Title:	Public Health Support Officer (Tobacco Control and Stop Smoking) Fixed term contract for 12 months
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Directorate:	Place	Salary:	£30,024 - £35,412 + £729 London weighting
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Section:	Public Health	Grade:	BG-H SCP 15 - 24
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Location:	Times Square	Work Style:	Hybrid
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Key Objectives of the role

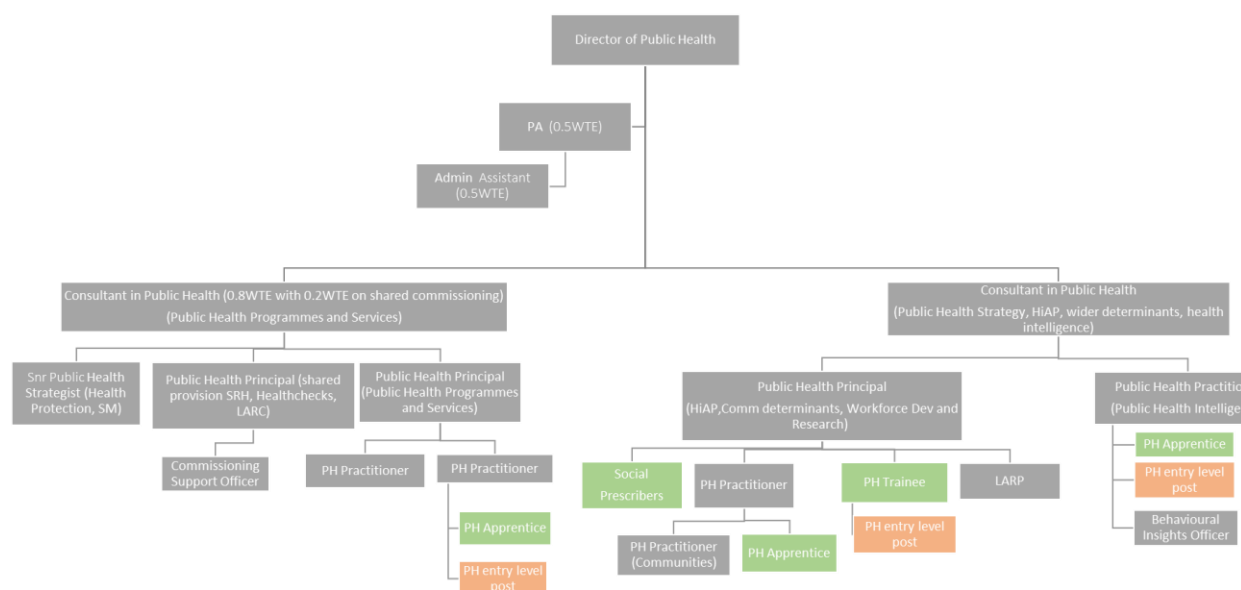
Bracknell Forest Unitary Authority are seeking to appoint an experienced and dynamic Public Health Officer (Tobacco Control and Stop Smoking) to join our team. The person will have a range of complementary experience and skills. The person will be supporting the development and delivery of public health programmes and projects on the prevention and management of non-communicable diseases via tobacco control.

The postholder will report to and support the relevant Public Health lead on the health improvement portfolio, focussing on tackling health inequalities, improving health and preventing cardiovascular diseases via tobacco control and smoking cessation. The postholder will develop partnerships, to expand the work and reach of public health. The postholder will work across the public health function and will be required to liaise with other areas/departments across the council and external partners too. You will be required to support project development, project monitoring and performance reporting, amongst other areas of business and team administration.

The role will require effective strategic approaches to expand tobacco control initiatives and increase uptake of smoking cessation services, especially amongst hard-to-reach groups. The role will be responsible for delivering community engagement to increase uptake of smoking cessation.

Your understanding or experience working in tobacco control is desirable.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Support the relevant Public Health Lead in the development and delivery of public health programmes and projects on the prevention and management of non-communicable diseases (NCD) related to tobacco control
- Be proactive in building good levels of community engagement across communities and vulnerable groups to ensure tobacco control/smoking cessation programmes and projects are addressing the need to reduce inequalities.
- With input from PH Practitioner and Principal implement stop smoking and tobacco control programmes, services and projects working with the local stop smoking service and the regional tobacco control lead.
- Work collaboratively to develop and implement community-wide health initiatives targeting NCD prevention and health equity.
- Support the development and delivery of a variety of communication tactics to reach different audiences.
- Work with other members of the team in the development of the smoking cessation needs assessment and engagement review.
- Actively engage with diverse community groups to understand the drivers of health disparities, health needs and challenges.
- Development of stop smoking and tobacco control resources for communities.
- Development of local vaping initiatives and completion of community engagement work aimed at reducing the number of under 18s taking up vaping
- Support with tasks and ad hoc requests from the public health team.

Scope of role

- Commitment to the Council's Equal Opportunities policy at all times
- Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times
- Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	Educated to A level standard	Degree or equivalent relevant experience in public health or a health-related field. Membership of a relevant professional body Project or Programme Management qualification.
Competence Summary (Knowledge, abilities, skills, experience)	<p>Knowledge of public health principles and practices, to apply in the development and implementation of interventions</p> <p>Public Health project management experience including working in project teams</p> <p>Experience in engaging with a variety of stakeholders</p> <p>Experience of developing relationships across local communities</p> <p>Proven ability to work with diverse populations to address health disparities.</p> <p>Knowledge and understanding tobacco control interventions</p> <p>Time management skills</p> <p>Analytical and problem-solving abilities, to assess public health data and develop evidence-based strategies for health improvement.</p> <p>Experience of building and maintaining productive relationships, including those with stakeholders and partners.</p> <p>Experience of successfully leading, developing and implementing projects and programmes.</p>	<p>Experience of leading system-wide change in relation to Public Health</p> <p>Experience in public engagement</p> <p>Experience of working effectively with multiple organisations</p> <p>Experience of working in a political environment</p>

	<p>Experience of developing effective verbal and written communication of public health messages for the public</p> <p>Good organisation skills and ability to delegate effectively</p> <p>Strong, effective verbal and written communication skills</p> <p>Well-developed written, presentation and report writing skills, using effective language</p> <p>Excellent IT skills</p> <p>Ability to manage expectations and tensions, including having difficult or challenging conversations</p> <p>Good partnership working skills</p> <p>Ability to make considered logical and rational decisions in a timely manner and communicate them clearly</p> <p>Understanding of Health Improvement systems and services including lifestyle change</p> <p>Experience of analysing data and handling datasets</p> <p>Experience of implementing policy into local action</p> <p>Excellent numeracy skills</p> <p>Understanding and commitment to the principles and practice of valuing diversity and equal opportunities</p> <p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</p>
Work-related Personal Requirements	<p>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment or be able to travel around the borough in a timely manner.</p>

Other Work Requirements	<p>A satisfactory enhanced Disclosure and Barring Service check</p> <p>This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies</p> <p>This post is exempt from the Rehabilitation of Offenders Act 1974</p> <p>Anything that is applicable to the role that is out of the norm.</p>
Role models and demonstrates the Council's values and behaviours	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

