



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

**Band 5 - Cynghorydd Rhoi'r
Gorau i Ysmygu (Helpa Fi i
Stopio)**

**Darllen y Swydd Ddisgrifiad yn
Gymraeg**

**Band 5 - Smoking Cessation
Advisor (Help me Quit)**

**Read the Job Description in
English**



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

TEITL Y SWYDD: Cyngorydd Rhoi'r Gorau i Ysmygu (Helpa Fi i Stopio)

Band: 5

TROSOLWG O'R SWYDD:

Bydd deiliad y swydd yn darparu cefnogaeth a chyngor ymddygiadol arbenigol i ysmygwyr sydd am roi'r gorau i ysmegu. Disgwylir iddynt ddarparu cefnogaeth drwy grwpiau cymunedol neu gleifion allanol sefydledig, ymyriadau un i un a thros y ffôn. Disgwylir iddynt wneud y canlynol

- Darparu o fewn ardaloedd a ddiffinnir yn lleol gan gwmpasu nifer o glinigau mewn amrywiaeth o leoliadau.
- Bod yn gyfrifol am ddarparu cefnogaeth ymddygiad rhoi'r gorau i ysmegu i gleientiaid ar sail unigol neu grŵp yn unol â chanllawiau sy'n seiliedig ar dystiolaeth.
- Gweithio ar y cyd ag unigolion a phartneriaid lleol, rhanddeiliaid a gweithwyr iechyd proffesiynol gan gynnwys meddygfeydd teulu a fferyllfeydd i ddarparu gwasanaeth rhoi'r gorau i ysmegu arbenigol ar draws ôl troed y bwrdd iechyd, gan sicrhau taith
- ddi-dor i gleifion ar draws pob elfen o'r gwasanaeth Helpa Fi i Stopio (HMQ) yn yr ysbyty a'r gymuned.
- Yn gyfrifol am ddarparu gwasanaeth rhoi'r gorau i ysmegu hyblyg a phwrpasol ym Mae Abertawe. Fel rhan o'r gwasanaeth hwn, bydd deiliad y swydd yn darparu cefnogaeth ymddygiadol arbenigol a chyngor ffarmacolegol i ysmygwyr ac eraill yn yr aelwyd a allai fod eisiau rhoi'r gorau i ysmegu. Bydd deiliad y swydd yn gweithio o fewn gweithdrefnau gweithredu safonol ac yn defnyddio ei fenter ei hun wrth gyflwyno gwybodaeth i gleientiaid.
- Wedi'i yrru gan anghenion busnes a chleientiaid ac mae'n ofynnol i ddeiliad y swydd weithio gyda'r nos a dydd Sadwrn pan fo angen, a bod yn hyblyg yn ei allu i gwmpasu gwaith y cyngorwyr rhoi'r gorau i ysmegu eraill pan fo angen er mwyn sicrhau nad oes unrhyw amhariad ar ddarparu gwasanaethau.

Yn gyfrifol i:

Yn adrodd i:

Yn atebol i:

Yn Broffesiynol:

Prif Ddyletswyddau a Chyfrifoldebau

Gofal sy'n Canolbwyntio ar y Claf/Cleient

- Cyflwyno rhaglenni ymyrraeth fer hyblyg a rhaglenni hyfforddi eraill i roi'r gorau i ysmegu gyda staff; nyrsio, meddygol, gweithwyr iechyd proffesiynol perthynol i iechyd ac eraill yn unol â safonau y cytunwyd arnynt, gan fonitro effeithiolrwydd y rhaglenni hyn.
- Yn gyfrifol am ddarparu cymorth rhoi'r gorau i ysmegu i gleientiaid yn yr ardal drwy grwpiau sefydledig, cymorth un i un a chymorth dros y ffôn/fideo yn unol â'r sylfaen dystiolaeth a'r llawlyfr gwasanaeth.
- Derbyn atgyfeiriadau cleientiaid drwy'r Hyb Helpa Fi i Stopio, gweithwyr iechyd proffesiynol a hunanatgyfeiriadau.
- Darparu ymyriadau rhoi'r gorau i ysmegu yn unol â'r sail dystiolaeth ac yn ôl safonau Cenedlaethol y cytunwyd arnynt.
- Asesu cymhelliant y cleient i roi'r gorau i ysmegu er mwyn penderfynu ar y camau gweithredu gorau ar eu hymgais i roi'r gorau i ysmegu.
- Defnyddio technegau cymhelliant, asesu cymhelliant y cleient i roi'r gorau i ysmegu a chynnal perthnasoedd â'r grŵp cleientiaid i gefnogi rhoi'r gorau i ysmegu, gan reoli sefyllfaoedd cymhleth neu sensitif.
- Defnyddio lefel uchel o sgiliau rhyngpersonol gan gynnwys y canlynol: galluoedd datblygedig iawn mewn cwnsela sy'n canolbwyntio ar y cleient; cyfathrebu cyfrinachol heb farn; negodi, perswadio; dull ysgogol ac empathig.
- Datblygu cynllun gweithredu gyda'r cleient/claf a thrafod y defnydd o gefnogaeth ffarmacolegol briodol sy'n addas iddyn nhw.
- Sicrhau bod y ddarpariaeth gwasanaeth yn cael ei chynnal ac awgrymu cynlluniau wrth gefn ar gyfer darpariaeth clinig ar gyfer unrhyw absenoldeb wedi'i gynllunio.

Cyfathrebu

- Defnyddio sgiliau negodi cryf a'r gallu i ddylanwadu ar bobl ar bob lefel a byddant yn parhau i fod yn atebol yn broffesiynol ac yn gyfrifol am y gwasanaethau y maent yn eu darparu.
- Sefydlu a chynnal cysylltiadau a pherthnasoedd gweithredol ag amrywiaeth o weithwyr proffesiynol a sefydliadau e.e. gweithwyr iechyd proffesiynol mewn gofal sylfaenol ac eilaidd; gweithleoedd; grwpiau cymunedol yn enwedig mewn ardaloedd o amddifadedd.
- Cysylltu â chydweithwyr a rhanddeiliaid y Tîm Iechyd Cyhoeddus Lleol ar faterion yn ymwneud â datblygu a darparu gwasanaethau mewn perthynas â rheoli tybaco.
- Ymgymryd â hyrwyddo lleol o'r gwasanaeth ac ymgysylltu â phartneriaid lleol, rhanddeiliaid a gweithwyr iechyd proffesiynol gan gynnwys meddygfeydd teulu a fferyllfeydd gan sicrhau lefelau uchel o weithgarwch ac ymwybyddiaeth o'r gwasanaeth.
- Cymryd rhan mewn ymgyrchoedd cenedlaethol a rhanbarthol sy'n hyrwyddo rhoi'r gorau i ysmegu.
- Mynychu cyfarfodydd tîm a chymryd rhan lawn mewn trafodaethau grŵp, gan wneud cyfraniad cadarnhaol at ddatblygiadau'r tîm a'r gwasanaeth.
- Lle bo'n briodol, cyfeirio at wasanaethau rhoi'r gorau i ysmegu fferyllfeydd cymunedol neu wasanaethau iechyd neu ofal cymdeithasol eraill.

Hyfforddi a Datblygu

- Cynnal safonau proffesiynol uchel a gwybodaeth berthnasol helaeth am wybodaeth sy'n seiliedig ar dystiolaeth ar ddulliau rhoi'r gorau i ysmegu.
- Cynnal lefel uchel o wybodaeth am ganllawiau rhoi'r gorau i ysmegu a pholisi rheoli tybaco ehangach.
- Yn cynnal llyfr log/portffolio o ddatblygiad proffesiynol parhaus perthnasol i ddangos tystiolaeth o lefel uchel o wybodaeth am ganllawiau rhoi'r gorau i ysmegu a pholisi rheoli tybaco ehangach.
- Yn gyfrifol am ddysgu gwybodaeth barhaus am roi'r gorau i ysmegu gan ddefnyddio pecynnau hyfforddi ar-lein NCSCT.
- Cydymffurfio â gofynion statudol a gorfodol yn unol â pholisi BIPBA.
- Yn gallu dadansoddi a dehongli data perfformiad personol a gwneud argymhellion ar gyfer gwelliannau i ganlyniadau.
- Cymryd rhan mewn archwiliadau clinigol fel rhan o ofynion llywodraethu clinigol a chymryd rhan mewn diweddariadau hyfforddi wedi'u trefnu yn ôl yr angen gan Helpa Fi i Stopio, Iechyd Cyhoeddus Cymru (PHW) a'r rheolwr llinell ar gyfer datblygiad proffesiynol a gyrfaol parhaus.
- Adolygu eich arfer eich hun o'i gymharu ag eraill i sicrhau bod gwelliant parhaus yn cael ei ddatblygu a'i gynnal o fewn y tîm.
- Cymryd rhan mewn hunanddatblygiad i wella perfformiad yn barhaus ac ymgymryd â gweithgareddau datblygu a nodwyd.
- Cymryd rhan mewn adolygiadau datblygu, gwerthusiad blynyddol a chynnal cynllun datblygu personol. Adolygu amcanion personol yn rheolaidd i sicrhau eu bod yn cael eu cyflawni'n effeithiol yn unol â chynllun gwaith y gwasanaeth.
- Mynychu digwyddiadau hyfforddi pwrpasol yn ôl gofynion Helpa Fi i Stopio, Iechyd Cyhoeddus Cymru (PHW) ac Uwch Gynghorydd ar gyfer datblygiad proffesiynol a gyrfaol parhaus.
- Darparu cefnogaeth i staff newydd fel rhan o'r prosesau sefydlu drwy weithredu fel hyfforddwr mewnol drwy gefnogaeth gan gymheiriaid a chysgodi yn ystod y cyfnod darparu yn y clinig, yn unol â safonau gwasanaeth
- Yn cyfrannu at ddatblygu a gweithredu polisiau a gweithdrefnau Helpa Fi i Stopio.
- Cyfrannu at weithredu datblygiadau gwasanaeth newydd i ddiwallu anghenion a nodwyd e.e. ysmygwyr cyn llawdriniaeth, menywod beichiog a'r rhai â phroblemau iechyd meddwl.
- Gwybodaeth helaeth am dystiolaeth o newid ymddygiad sy'n gysylltiedig ag iechyd.
- Yn gallu dadansoddi a dehongli data gweithgaredd clinig a gweithio gydag Uwch Gynghorydd ar gyfer atebion i wella'r nifer sy'n cymryd rhan.

Rheoli Gwybodaeth

- Defnyddio bysellfwrdd ac offer TG ar gyfer cyfathrebu, paratoi adroddiadau ac ati.
- Sicrhau bod protocolau dogfennu a chasglu data arferol yn cael eu dilyn yn unol â pholisiau a phrotocolau gwasanaeth BIPBA.
- Sicrhau bod amserlen y ddarpariaeth clinig wythnosol yn cael ei chynnal yn amserol a bod amser gweinyddol yn cael ei ddefnyddio'n effeithlon ar gyfer rheoli a chofnodi data
- Cynnal cofnodion proffesiynol, cywir a chyfrinachol priodol o gleientiaid ar gyfer gwerthuso, dilyn i fyny a chynnal ansawdd gofal, gan gynnwys mewnbwnu amserol i'r gronfa ddata rhoi'r gorau i ysmegu pwrpasol.
- Cofnodi absenoldeb arbennig awdurdodedig/absenoldeb salwch yn ôl y gofyn.

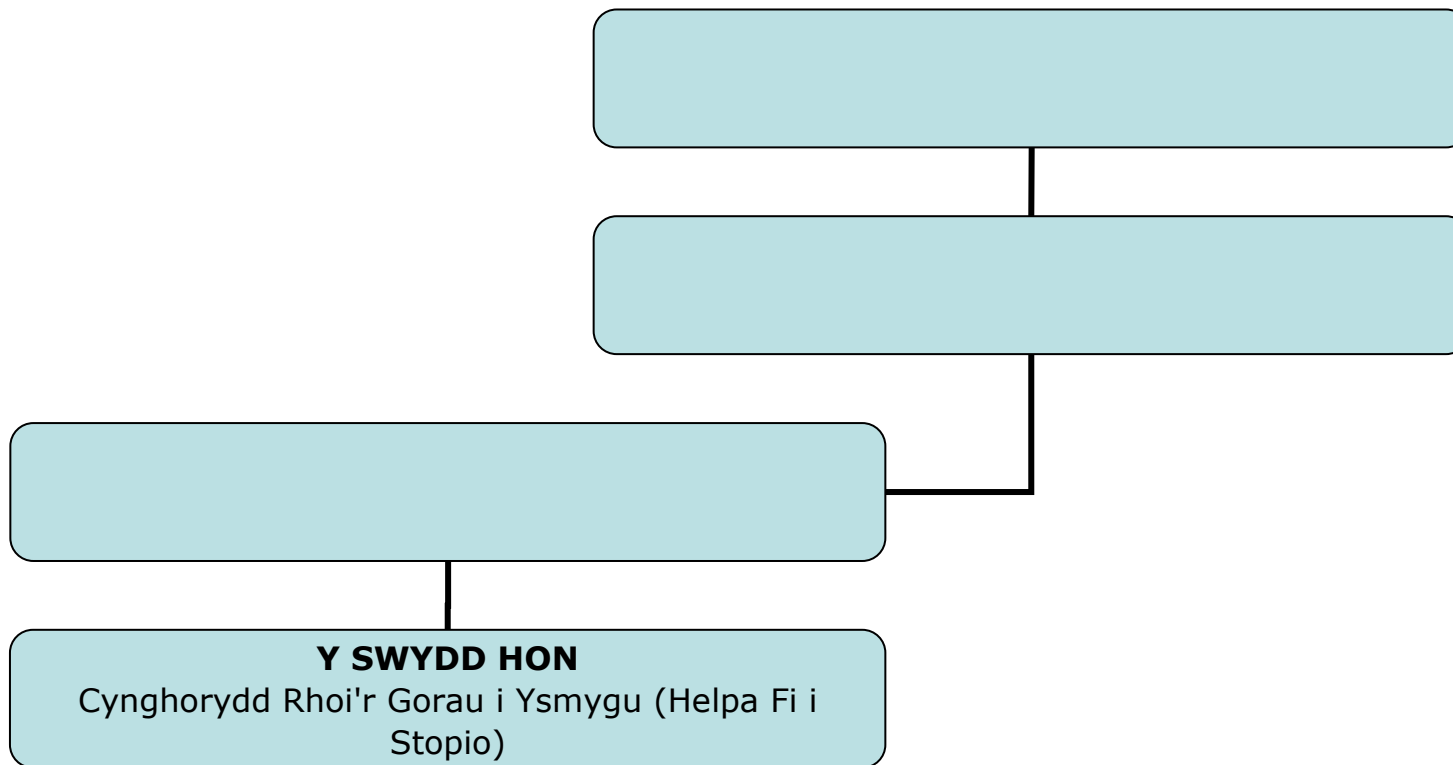
Dyletswyddau Cyffredinol

- Rhoi cyngor i aelodau'r cyhoedd, gweithwyr iechyd proffesiynol ac eraill ar bynciau sy'n ymwneud ag ysmegu a rhoi'r gorau i ysmegu.
- Yn cydymffurfio â holl bolisiâu a phrotocolau, trefniadau ariannol a gofynion deddfwriaethol yr Adran a Bwrdd Iechyd PBA.
- Goruchwylio swyddogaethau o fewn cynllun gwaith y cytunwyd arno gan Helpa Fi i Stopio, gan gymryd cyfrifoldeb am newidiadau i'r gwasanaeth lle bo angen ar ôl ymgynghori â'r rheolwr llinell.
- Yn gyfrifol am ofalu am, cynnal a chadw a defnyddio offer gwasanaeth perthnasol, gan gynnwys monitorau CO.
- Y gallu i gymryd rhan mewn cyfarfodydd, darparu gwasanaethau a hyfforddiant. Darperir gwasanaethau mewn amrywiaeth o leoliadau a fydd yn amrywio.
- Cyfrifol am drin, cludo a defnyddio offer arddangos, cymhorthion clyweledol ac ati yn ddiogel.
- Gweithredu'n annibynnol o fewn polisiâu, protocolau a gweithdrefnau galwedigaethol wedi'u diffinio'n glir.
- Yn gyfrifol am ddefnyddio amser ac adnoddau yn effeithiol, gan ddeall yr angen i reoli amser ac adnoddau i'r effaith fwyaf, blaenoriaethu llwyth achosion a gweithio i derfynau amser.
- Mae hon yn rôl rheng flaen ac ar adegau efallai y bydd angen delio â chleientiaid camdriniol neu anodd.
- Cymryd rhan mewn adolygiadau rheolaidd o ddarpariaeth gwasanaeth gan gynnwys lleoliadau, amllder ac amseriad i sicrhau bod anghenion cleientiaid yn cael eu diwallu.
- Y gallu i weithio'n annibynnol, gan weithio o fewn polisiâu sefydliadol eang a rhaglen waith ddiffiniedig - yn cael ei reoli yn hytrach na'i oruchwylio.

Iechyd a Diogelwch

- Mae gan bob gweithiwr y Bwrdd ddyletswydd statudol i ofalu am eu diogelwch personol eu hunain a diogelwch eraill a allai gael eu heffeithio gan eu gweithredoedd neu eu hepgoriadau. Mae'n ofynnol i weithwyr gydweithredu â'r rheolwyr i alluogi'r Bwrdd i gyflawni ei ddyletswyddau cyfreithiol ac i roi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol.
- Mae'n rhaid i ddeiliad y swydd:
 - Deall, bod yn gwbl gyfarwydd â, a chydymffurfio â phob gweithdrefn rheoli heintiau yn unol â pholisiâu/protocolau'r adran a'r Bwrdd Iechyd, a chymryd rhan yn y gwaith o ofalu am offer a'i gynnal a'i gadw yn unol â hynny.
 - Deall, bod yn gwbl gyfarwydd â, a chydymffurfio â holl bolisiâu a gweithdrefnau iechyd yr Adran a'r Bwrdd Iechyd, gan gynnwys trin â llaw, adfywio, trais ac ymddygiad ymosodol ac atal tân.

Cymwysterau a Gwybodaeth Hanfodol	Dymunol	Profiad Hanfodol	Dymunol
<p>Gradd mewn pwnc arbenigol neu/a lefel gyfwerth o hyfforddiant a phrofiad arbenigol blaenorol</p> <p>Cymhwyster proffesiynol cydnabyddedig mewn gofal iechyd neu gymdeithasol e.e. RGN, Diploma mewn Cwmsela, CQSW neu/a chymhwyster Cwmsela e.e. Tystysgrif mewn Cwmsela, Sgiliau Cwmsela WNB</p> <p>Gwybodaeth am theorïau a dulliau hyrwyddo iechyd, yn enwedig Newid Ymddygiad</p>	<p>Cymhwyster Hyrwyddo Iechyd e.e. Tystysgrif, Diploma WNB, Prifysgol Agored</p> <p>Gwybodaeth am ganllawiau ac arferion rhoi'r gorau i ysmegu a pholisi rheoli tybaco ehangach</p>	<p>Profiad o ddarparu gwasanaethau sy'n canolbwyntio ar y cleient/claf mewn lleoliad iechyd neu ofal cymdeithasol</p> <p>Profiad o gyflwyno addysg iechyd mewn cwmsela un i un/grŵp ar faterion iechyd - gan gynnwys yn rhithwir ac wyneb yn wyneb.</p> <p>Profiad o gyflwyno rhaglenni rhoi'r gorau i ysmegu arbenigol</p> <p>Profiad o gyflwyno ymyriadau Cyfweliadau Ysgogol a Newid Ymddygiad</p>	
Doniau a Galluoedd Hanfodol	Dymunol	Arall Hanfodol	
<p>Cadw at a gallu dangos Gwerthoedd ac Ymddygiadau BIPBA</p> <p>Y gallu i weithio'n annibynnol ac yn effeithiol gyda gradd uchel o gymhelliant am gyfnodau hir a rheoli llwyth gwaith anrhagweladwy eich hun.</p> <p>Gallu defnyddio TG gan gynnwys Microsoft Office/Word/Excel/PowerPoint/Teams</p> <p>Cadw cofnodion - diweddarau ffeiliau ar gronfeydd data pwrpasol</p> <p>Y gallu i ddiffinio, coladu, dadansoddi a dehongli data mewn modd amserol er mwyn datrys problemau cymhleth</p> <p>Yn gallu defnyddio lefel uchel o sgiliau rhyngpersonol gan gynnwys y canlynol: galluoedd datblygedig iawn mewn cwmsela sy'n canolbwyntio ar y cleient; cyfathrebu cyfrinachol heb farn; negodi, perswadio; dulliau ysgogol ac empathig.</p>	<p>Mae sgiliau Cymraeg yn ddymunol ar lefel 1 i 5 o ran, deall, siarad, darllen ac ysgrifennu yn y Gymraeg</p> <p>Y gallu i ysgrifennu adroddiadau sy'n cynhyrchu cyfathrebu clir o ddata perfformiad</p> <p>Defnydd o Quit Manager</p> <p>Y gallu i gario adnoddau</p>	<p>Gofynnol teithio o fewn yr ardal ddynodedig ar gyfer cyflwyno clinigau ac o bryd i'w gilydd fynychu cyfarfodydd, digwyddiadau neu hyfforddiant ledled Cymru.</p> <p>Cliriad DBS Safonol/Manwl boddhaol, gan gynnwys gwiriad Rhestr Gwahardd Oedolion a Phlant (os oes angen ar gyfer y swydd)</p> <p>Yn barod i weithio oriau hyblyg gan gynnwys gyda'r nos a dydd Sadwrn</p> <p>Person sydd ddim yn ysmegu neu fêpio neu rywun sydd wedi rhoi'r gorau iddi ers dros flwyddyn</p> <p>Yn gallu cyflwyno strategaethau newid ac ymddygiad sy'n gysylltiedig ag iechyd</p> <p>Y gallu i ymdopi â sefyllfaoedd emosiynol trallodus achlysurol a gwrthdaro posibl.</p>	



JOB TITLE: Smoking Cessation Advisor (Help me Quit)

Band: 5

JOB OVERVIEW:

The post-holder will provide specialist behavioural support and advice to smokers who want to quit. They will be expected to deliver support through established community or outpatients groups, one to one and telephone interventions. They will be expected to

- Deliver within locally defined areas covering a number of clinics in a range of settings.
- Responsible for the delivery of smoking cessation behaviour support to clients on a one to one or group basis in line with evidence based guidelines.
- Working collaboratively with individuals and local partners, stakeholders and health professionals including GP surgeries and pharmacies to deliver a specialist smoking cessation service across the health board footprint, ensuring a seamless journey for patients across all elements of the Help Me Quit service (HMQ) in hospital and community.
- Responsible for delivering a bespoke and flexible smoking cessation service within Swansea Bay. As part of this service, the postholder will provide specialist behavioural support and pharmacological advice to smokers and others in the household who may want to stop smoking. The post holder will work within standard operating procedures and use their own initiative when delivering information to clients
- Driven by business and client need and require the post-holder to work evenings and Saturdays when required, and to be flexible in ability to cover the work of the other smoking cessation advisors when necessary to ensure no disruption to service delivery.

Responsible to:

Reporting:	Accountable:	Professionally:

Main Duties & Responsibilities

Patient/Client Focused Care

- Deliver tailored and flexible brief intervention and other smoking cessation training programmes with staff; nursing, medical, allied health professionals and others in line with agreed standards, monitoring the effectiveness of these programmes.
- Responsible for the delivery of smoking cessation support to clients in the locality through established groups, one to one and telephone/video call support in line with the evidence base and service manual.
- Accept client referrals from via the Help Me Quit Hub, health professionals and self referrals.
- Provide smoking cessation interventions in line with the evidence base and to agreed National standards.
- Assess client's motivation to quit to determine best course of action on their quit attempt.
- Utilise motivational techniques, assess client's motivation to quit smoking and maintain relationships with the client group to support smoking cessation, managing complex or sensitive situations.
- Utilise a high level of interpersonal skills including: well-developed abilities in client centred counselling; non-judgemental confidential communication; negotiation, persuasion; motivational and empathetic approach.
- Develop an action plan with the client patient and discuss the use of appropriate pharmacological support suitable to them.
- Ensure that service delivery is maintained and suggest contingency plans for clinic delivery for any planned absence.

Communication

- Utilise strong negotiation skills and the ability to influence people at all levels they will remain professionally accountable and responsible for the services they deliver.
- Establish and maintain operational links and relationships with a variety of professionals and organisations e.g health professionals in primary and secondary care; workplaces; community groups particularly in areas of deprivation.
- Liaise with Local Public Health Team colleagues and stakeholders on issues around service development and delivery in relation to tobacco control.
- Undertake local promotion of the service and engage with local partners, stakeholders and health professionals including GP surgeries and pharmacies ensuring high activity levels and service awareness.
- Participate in national and regional campaigns that promote smoking cessation.
- Attend team meetings and fully engage in group discussions, making a positive contribution to the team and service developments.
- Where appropriate, refer to community pharmacy smoking cessation services or other health or social care services.

Training and Development

- Maintain high professional standards and extensive relevant knowledge of evidence based information on smoking cessation approaches and methods.
- Maintain high level of knowledge on smoking cessation guidelines and wider tobacco control policy.
- Maintains a logbook/portfolio of relevant continuing professional development to evidence high level of knowledge on smoking

cessation guidelines and wider tobacco control policy.

- Responsible for continuous learning knowledge of smoking cessation using the NCSCT online training packages.
- Comply with statutory and mandatory requirement in line with SBUHB policy.
- Able to analyse and interpretation personal performance data and make recommendations for improvements to outcomes.
- Participate in clinical audit as part of clinical governance requirements and take part in organised training updates as and when required by HMQ, Public Health Wales (PHW) and Line manager for career and continuous professional development.
- Review own practice in comparison to others to ensure continual improvement is developed and maintained within the team.
- Participate in self-development to continually improve performance and undertake development activities that are identified.
- Participate in development reviews, annual appraisal and maintain a personal development plan. Regularly review personal objectives to ensure that they are effectively met in accordance with service work-plan.
- Attend bespoke training events as required by HMQ, Public Health Wales (PHW) and Senior Advisor for career and continuous professional development.
- Provide support to new staff as part of the induction processes by acting as an in-house trainer through peer support and shadowing at clinic delivery, in line with service standards
- Contributes to the development and implementation of Help Me Quit policies and procedures.
- Contribute to the implementation of new service developments to meet identified needs e.g pre-operative smokers, pregnant women and those with mental health problems.
- Extensive knowledge of health related behaviour change evidence.
- Able to analyse and interpretation clinic activity data and work with Senior Advisor for solutions to improve uptake.

Information Management

- Use of keyboard and IT equipment for communication, report preparation etc.
- Ensure routine documentation and data collection protocols are adhered to in line with SBUHB policies and service protocols.
- Ensure schedule of weekly clinic delivery is undertaken timely and admin time is utilised efficiently for data management and recording
- Maintain appropriate professional, accurate and confidential records of clients for evaluation, follow up and maintenance of quality of care, including timely input onto the bespoke smoking cessation database.
- Recording of authorised special leave/sickness absence as requested.

General Duties

- Provide advice to members of the public, health professional and others on subjects relating to smoking and smoking cessation.
- Complies with all Departmental and SBU Health Board policies and protocols, financial arrangements and legislative requirements.
- Oversee functions within the agreed HMQ work plan, taking responsibility for changes to the service where necessary in consultation with line manager
- Responsible for the care, maintenance and use of relevant service equipment, including CO monitors.

- Ability to participate in meetings, service delivery and training. Services are delivered at a range of locations which will vary.
- Responsible for handling, transportation and safe use of display equipment, audio visual aids etc.
- Act independently within clearly defined occupational policies, protocols, procedures.
- Responsible for effective use of time and resources, understanding the need to manage time and resources to maximum effect, prioritizing caseload and working to deadlines.
- This is a frontline role and on occasion may be required to deal with abusive or difficult clients.
- Participate in regular reviews of service provision including venues, frequency and timing to ensure the needs of the clients are met.
- Ability to work autonomously, working within broad organisational policies and defined work programme - is managed rather than supervised.

Health and Safety

- All employees of the Board have a statutory duty of care of their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Board to meet its legal duties and to report any hazardous situations or defective equipment.
- The post holder must:
 - Understand and be fully acquainted with and comply with all infection control procedures according to the departmental and Health Board policies/protocols and to participate in the care and maintenance of equipment accordingly.
 - Understand and be fully acquainted with and comply with all Departmental and Health Board health policies and procedures including manual handling, resuscitation, violence and aggression and fire prevention.

Essential Qualifications & Knowledge	Desirable	Essential Experience	Desirable
<p>A Degree in a specialised subject or/and equivalent level of previous specialised training and experience</p> <p>Recognised professional qualification in health or social care e.g RGN, Diploma in Counselling, CQSW or/and Counselling qualification e.g Certificate in Counselling, WNB Counselling Skills</p> <p>Knowledge of health promotion theories and approaches, particularly Behaviour Change</p>	<p>Health Promotion qualification e.g Certificate, WNB Diploma, Open University</p> <p>Knowledge of smoking cessation guidelines and practice and wider tobacco control policy</p>	<p>Experience of providing client/patient centred services in a health or social care setting</p> <p>Experience of delivering health education in one to one/group counselling on health issues - including virtual and face to face.</p> <p>Experience of delivering specialised smoking cessation programmes</p> <p>Experience of delivering Motivational Interviewing and Behaviour Change interventions</p>	
Essential Aptitude and abilities		Desirable	Other Essential
<p>Adhere to and can demonstrate SBU Values & Behaviours</p> <p>Ability to work independently and effectively with a high degree of motivation for long periods and manage own unpredictable workload.</p> <p>IT literate including Microsoft Office/Word/Excel/PowerPoint/Teams</p> <p>Record keeping- updating files on bespoke databases</p> <p>Ability to define, collate,analyse and interpret data in a timely manner to solve complex problems</p> <p>Able to utilise a high level of interpersonal skills including: well-developed abilities in client centred counselling; non-judgmental confidential communication; negotiation, persuasion; motivational and empathetic approaches.</p>		<p>Welsh Language Skills are desirable levels 1 to 5 in understanding, speaking, reading, and writing in Welsh</p> <p>Ability to write reports producing clear communication of performance data</p> <p>Use of Quit Manager</p> <p>Ability to carry resources</p>	<p>Required to travel within the designated area for clinic delivery and occasionally attend meetings, events or training throughout Wales.</p> <p>Satisfactory Standard/Enhanced DBS clearance including an Adults and Childrens Barred List check (if required for post)</p> <p>Willing to work flexible hours including evenings and Saturdays</p> <p>Non-smoker/Vaper or someone who has stopped for over a year</p> <p>Able to deliver health related behaviour and change strategies</p> <p>Ability to deal with occasional emotionally distressing situations and potential conflicts.</p>

