



JOB DESCRIPTION AND TERMS AND CONDITIONS:

REF: **19ab/122**

POST: **Health Improvement Officer – Oban & Lorn**

Please return all completed applications to:

**Resourcing Team
People & Change
NHS Highland, Argyll & Bute HSCP
Aros
Lochgilphead
Argyll
PA31 8LB**

Email: recruitment.ab@nhs.net

**AGENDA FOR CHANGE
NHS JOB EVALUATION SCHEME**



JOB DESCRIPTION TEMPLATE
Revised February 2010

1. JOB IDENTIFICATION

Job Title: Health Improvement Officer
Responsible to : Smoking Cessation Co-ordinator
Department: Health Improvement
Operational Unit/Corporate Department: Argyll and Bute Health and Social Care Partnership
Job Reference: [ARGLPUBHAHPSHPRO11](#)
No of Job Holders: 1
Date: [August 2016](#)

2. JOB PURPOSE

To improve health and reduce health inequalities in Argyll and Bute through the implementation of generic and specialist health improvement programmes and through delivery of health improvement services, e.g. smoking cessation services.

To assess local need, organise, and co-ordinate allocated health improvement services in a locality, ensuring that relevant data collection and follow-up procedures are undertaken.

To promote local health improvement services, e.g. smoking cessation services.

To respond flexibly to changing local and national priorities.

To work in partnership with any relevant statutory or voluntary agencies.

Contribute to health improvement programmes in Argyll and Bute as required.

3. DIMENSIONS

This post covers the localities within Argyll and Bute. Argyll and Bute has a population of around 91000.

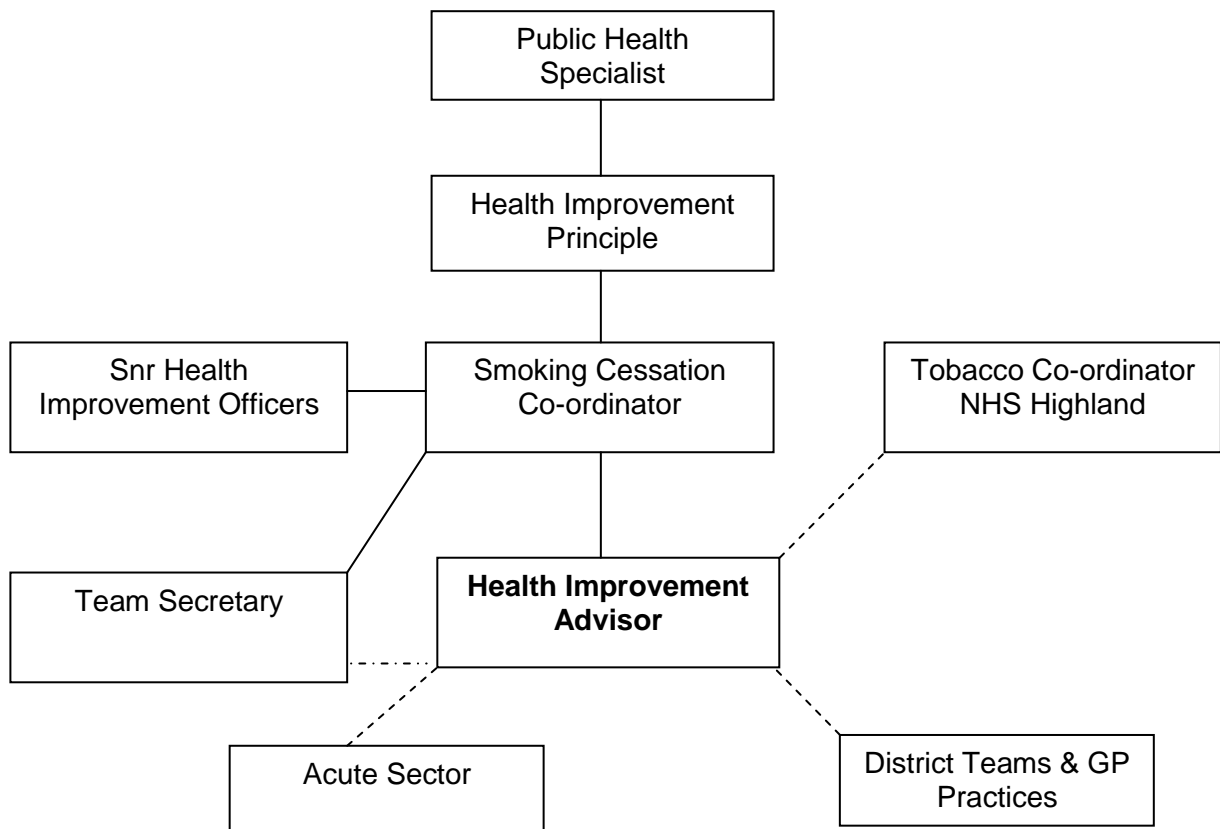
The overall focus of the work is health improvement and the reduction of health inequalities in the population of the locality. The target group and specific focus of the work will be agreed in collaboration with the Smoking Cessation Co-ordinator in line with the local and national priorities.

To work with acute sector, local primary care teams including pharmacy and partner agencies to promote the health improvement agenda.

To network regularly with the relevant Health Improvement Specialists and the other NHS Highland-based Health Improvement Advisers.

To co-ordinate relevant health improvement information and training for the area.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

To promote health and provide healthcare within the local community.

Work in partnership with other local agencies to improve health.

6. KEY RESULT AREAS

1. Develop and support health promotion approaches which support empowerment, participation, partnership and equity to create environments and settings which promote health.
2. Work with members of the Health Improvement Team to implement specific priorities of the local action plan (e.g. smoking cessation, alcohol brief interventions or child health).
3. Develop knowledge and expertise on specific allocated areas (e.g. smoking cessation, or child healthy weight).
4. Use a variety of methods to assess local need for specific health improvement programmes and services.
5. Establish specific health improvement services in specified localities as identified by the Senior Health Improvement Specialist/Smoking Cessation Co-ordinator in line with local health improvement plan.
6. Deliver specific health improvement services in line with local and national guidance.
7. Support individual lifestyle change using a behaviour change approach.
8. Where necessary, in conjunction with relevant steering group, develop referral guidelines and service protocols.
9. Ensure referrals to the service are dealt with appropriately and within agreed timescales.
10. Ensure data collection and follow-up procedures are undertaken as per local and national guidance.
11. Develop and support community development approaches to strengthen community participation in health promotion.
12. Plan effective health promotion action using current and systematic models for health promotion planning.
13. Target health promotion interventions and services at areas and people most likely to suffer from health inequalities.
14. Demonstrate equality and diversity sensitive practice.
15. Use effective communication media including electronic, press to receive and disseminate health improvement information.
16. Select and use appropriate communication methods to raise awareness of and influence public opinion to support health behaviour change to improve health.

17. Monitor implementation of health improvement programmes and initiate remedial action when appropriate.
18. Support professional capacity in health improvement through facilitating training and development for health and social care professionals.
19. Provide advice and support for health and social care professionals on brief intervention and health behaviour change.
20. Develop and maintain knowledge and skills in order to meet relevant local and nationally agreed health promotion and public health standards and competencies.
21. Participate in relevant Highland-wide initiatives with the agreement of Smoking Cessation Co-ordinator.
22. Develop and progress own personal development plan in line with organisational policy.

7a. EQUIPMENT AND MACHINERY	
Computer	I.T. Communication, data collection
Telephone	Communication
Photocopier	Administration
Shredder	Paper waste disposal
Fax machine	Communication
Health check equipment	Health screening checks
Health improvement resources; posters, leaflets, educational resources-	Awareness raising, education.
Presentation equipment (flip charts, power point, display boards etc.)	Teaching & staff and community awareness raising

7b. SYSTEMS

Responsible for recording personally generated information.

Follow all local policies, procedures and guidelines.

Responsible for efficient use of resources and stock control ordering stores and supplies with authorisation from line manager.

Responsible for recording own annual leave, mileage forms and monthly time sheets and sending on to line manager for authorisation.

8. ASSIGNMENT AND REVIEW OF WORK

Working as an autonomous practitioner the workload will be generated by local need in consultation with the Smoking Cessation Co-ordinator and in the context of the local health improvement plan.

Prioritise work to meet the needs of the locality and the NHS Highland, A&B Health and Social Care Partnership area.

Participate in Highland and Argyll and Bute-wide initiatives as agreed with management team.

Will undertake Personal Development Planning and undertake clinical supervision working as a reflective practitioner.

Participate in reporting mechanisms to inform management of issues or concerns.

9. DECISIONS AND JUDGEMENTS

Accountable for own practice.

Exercises autonomy and independence in decision-making, working within NHS and Argyll and Bute Health and Social Care guidelines, and in conjunction with the health improvement team.

Identifies and assesses health improvement need and makes recommendations to the Smoking Cessation Co-ordinator, Health Improvement Team and management team regarding health gaps.

Works closely with NHS Highland Health Promotion Specialists to ensure a Argyll and Bute Health and Social Care Partnership approach.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Working with NHS staff and partner agencies to raise awareness of the health improvement agenda e.g. smoking cessation agenda.

Working with individuals to facilitate a change in behaviour.

Being able to deliver high quality care within a variety of settings, with differing levels of facilities.

Balancing the conflicting priorities of different groups within existing resources.

Maintaining generic health promotion competencies and knowledge in order to be able to respond flexibly to the needs of changing local and national priorities.

11. COMMUNICATIONS AND RELATIONSHIPS

Internal:

Acute Sector and Hospital Staff
GP Practices
Admin Staff
All members of Primary Health Care Team
Lead Nurse
Vulnerable Persons Nurse
AGM
Smoking Cessation Co-ordinator, Health Improvement Team
Professional Adviser for Children and Families
Professional Adviser for Mental Health
Highland Health Promotion Specialists
Highland Smoking Cessation Advisers
Highland Public Health Network

External:

Third Sector
Employers
School staff
Statutory and Voluntary Partner Agencies
Community Groups
Youth Workers
Local businesses, including pharmacies

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Skills: driving, keyboard skills, manual handling skills, good level of physical health.

Physical Effort: Regular moving and carrying of bulky equipment in daily shifts to and from base to locations.

Mental Demands: Concentration needed for initial assessments and ongoing consultations. Interruptions experienced frequently, i.e. telephone, one to one liaison. Daily concentration required for decision making and organisational skills to cope with competing demands, clients' needs, contacts from within and out of the organisation.

Emotional Effort: Effort and skills required to provide support for individuals thinking of changing behaviour, through eliciting and strengthening intrinsic motivation to change and guiding action planning. Lone working in the community requires skills to continually assess risk to self, team and clients.

Environmental and Working Conditions: Contend with varying driving conditions and bad weather. Works in isolation and has to work flexibly.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Knowledge

Specialist knowledge of health improvement and public health principles, including working with individuals and with communities.

Knowledge of the current context of this agenda, including key national policy drivers and national and local priorities for health improvement.

Training:

SVQ level 4 or above in related health or social care qualification.

Health Behaviour Change Training.

Relevant Continuing Professional Development.

Experience:

- IT skills.
- Communication skills.
- Presentation skills.
- Interpersonal skills.
- Multi-agency experience and partnership working.
- Specialist experience of health improvement or public health programmes with individuals or communities.
- Experience of delivering training in a variety of settings.
- Experience of working on own initiative.

Car driver and insurance for business use.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

TERMS AND CONDITIONS OF SERVICE

The conditions of service are those laid down and amended from time to time by Agenda for Change.

TYPE OF CONTRACT	This post is fixed term and worked on a part time basis.
GRADE AND SALARY	<p>Band 5 £24,670- £24,670- £24,670- £26,713- £26,713- £27,773- £28,892- £30,742 pro rata if part time</p> <p>New Entrants to the NHS will normally commence on the minimum point of the salary scale, (dependent on qualifications and experience). Salary is paid monthly by Bank Credit Transfer.</p>
HOURS OF DUTY	9 hours per week
ANNUAL LEAVE	The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata for part-time staff)
SICK PAY SCHEME	<p>The Conditions of Service provide for operation of a scheme related to length of service.</p> <p>Staff should keep managers informed of the likely duration of absence and should telephone their line manager at their place of work regardless on the 4th day because a self-certificate will be required. Staff do not need a medical certificate for the first 3 days of sickness absence. For sickness absence of 4 to 7 days, a self-certificate (DSS form SC2) is required. These are available from GP practices and line managers and the self-certificate must be returned to the line manager within 7 days of the first day of incapacity. From the 8th day of sick absence the member of staff should go to their General Practitioner for a medical certificate which should be sent to their line manager without delay. When the medical certificate runs out, the member of staff should get another one if they are still not fit for work and again send it to their line manager. If staff do not follow this procedure then they will be considered to be 'absent without leave' and therefore will not receive any pay or sick pay for that period of absence.</p> <p>NHS Service – During 1st year: 1 months' full pay and 2 months' half pay.</p> <p>NHS Service – During 2nd year: 2 months' full pay and 2 months' half pay.</p> <p>NHS Service – During 3rd year: 4 months' full pay and 4 months' half pay.</p> <p>NHS Service – During 4th and 5th year: 5 months' full pay and 5 months' half pay.</p> <p>On completion of 5 years NHS Service: 6 months' full pay and 6 month's half pay.</p>
SUPERANNUATION	<p>Auto Enrolment</p> <p><i>All employees, eligible to join the NHS must be automatically included in the scheme from the first day of employment. Eligible employees will no longer be allowed to opt out of the scheme before they take up employment. They must be enrolled in the first instance.</i></p> <p><i>Those who are ineligible to join the scheme will be enrolled in NEST, again opt out can only occur once in the scheme.</i></p> <p><i>Further information can be found on the Pension Regulators website www.sppa.gov.uk</i></p>

Part A - Officer members (including GP Practice Staff who are not practitioners)

From 1 April 2015 NHS pension scheme members will pay contributions at the rate in column 3 based on their previous year's whole time equivalent pensionable earnings which fall in the relevant banding in column 2 of the table below.

Tier	Whole time equivalent pensionable earnings	contribution percentage rate
1	Up to £15,828	5.2%
2	£15,829 to £21,601	5.8%
3	£21,602 to £27,089	7.3%
4	£27,090 to £49,967	9.5%
5	£49,968 to £71,337	12.7%
6	£71,338 to £111,376	13.7%
7	£111,377 and above	14.7%

Pensionable pay should be rounded down to the nearest pound.

The above contribution rates will be applicable for 4 years from 1 April 2015 to 31 March 2019 however the earnings bands may be adjusted to reflect any national pay awards.

In general the amount you will pay will be based on your previous year's earnings.

If you were employed part-time the amount is uprated to the whole time equivalent pay for that post.

If you change jobs during the current year or have a promotion or step down to a lower paid job your contribution rate will be reset in line with your new pay band.

For more detailed information please see SPPA circular 2015/04 available on the SPPA website.

Part B - Practitioners members

Tier	Whole time equivalent pensionable earnings	contribution percentage rate
1	Up to £15,828	5.2%
2	£15,829 to £21,601	5.8%
3	£21,602 to £27,089	7.3%
4	£27,090 to £49,967	9.5%
5	£49,968 to £71,337	12.7%
6	£71,338 to £111,376	13.7%
7	£111,377 and above	14.7%

Pensionable earnings should be rounded down to the nearest pound.

The above contribution rates will be applicable for 4 years from 1 April 2015 to 31 March 2019 however the earnings bands may be adjusted to reflect any national pay awards.

The contribution rates apply across both the old scheme (1995 and 2008 sections) and the new 2015 scheme

Practitioner members pay contributions at the rate in column 3 based on their total current year practitioner earnings from all sources which falls into the relevant band in column 2.

There is a calculator on the SPPA website where you can see what these changes mean for you. For more detailed information please see employers circular 2015/04 also available on the website. If you have any enquiries about which contribution rate you are paying please contact Practitioner Services Division of NHS National Services.

Changes to the NHS Pension Scheme from 1 April 2015 – for further information please visit the SPPA website WWW.sppa.gov.uk or email: nhspensionsreform@scotland.gsi.gov.uk

PERIOD OF NOTICE	You are required to give one months' notice on termination of employment.
NHS HIGHLAND SECONDMENT PIN POLICY - TERMS & CONDITIONS OF EMPLOYMENT	<ul style="list-style-type: none"> • In circumstances where NHS Highland seeks to second an employee, that Secondee is entitled to maintain their terms and conditions of employment except where mutually agreed otherwise. • In circumstances where an employee seeks a secondment opportunity, the advertised terms and conditions will apply. The employee should be made aware of any changes this may mean for their pay or terms and conditions. • Where the terms and conditions for the secondment opportunity are more generous than those applying to the Secondee's substantive post the terms and conditions of the secondment post will apply for the secondment period. For secondments outside the Seconding Organisation, any alterations to the employment contract, including to pay or other terms and conditions of employment, need to be fully discussed and agreed, and detailed in the secondment agreement. • Where secondment is to a post of a higher grade, at the end of the secondment the Secondee will go back to the post on the terms and conditions that would have applied had they not been on secondment. Credit will be given for time spent at a higher grade in the event of any subsequent promotion, where appropriate. <p>For further information please refer to the NHS Highland Secondment PIN Policy which is available on the NHS Highland Intranet page under Policies Library.</p>
OCCUPATIONAL HEALTH SCREENING	<p>Shortlisted applicants not currently employed by NHS Highland will be required to complete a medical questionnaire, following which they may be required to attend the Occupational Health Service for screening. All appointees are expected to comply with NHS Highland's Immunisation Policy.</p> <p><u>Additional Health Clearance for EPPs</u></p> <p><i>If this post involves Exposure Prone Procedures (EPP's), additional health clearance will be needed. Additional health clearance means being non-infectious for:</i></p> <ul style="list-style-type: none"> • <i>HIV (antibody negative)</i> • <i>Hepatitis B (surface antigen negative or, if positive, e-antigen</i> • <i>Negative with viral load of 10³ genome equivalent/ml or less); and</i> • <i>Hepatitis C (antibody negative or, if positive, negative hepatitis C RNA).</i> <p><i>Additional checks must be completed before confirmation of an appointment to an EPP post, as the healthcare worker will be ineligible for appointment if found to be infectious.</i></p>
REMOVAL EXPENSES	Assistance with removal and associated expenses may be given and should be discussed and agreed prior to appointment.
EXPENSES OF CANDIDATES FOR APPOINTMENT	Candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Re-imburement shall not normally be made to employees who withdraw their application or refuse an offer of appointment.
SMOKE FREE POLICY	<p>Smoke Free Highlands</p> <p>Please be aware that smoking tobacco products or e-cigarettes is not allowed anywhere in NHS Highland properties, vehicles or grounds. All staff who smoke can access information regarding services provided by Occupational Health and locality based Stop Smoking Advisers for smoking cessation support - for more information</p>

	<p>please visit www.smokefreehighland.co.uk.</p> <p>All NHS Highland employees will have the same part to play when maintaining the Smokefree Policy. It will be everyone's role to enforce the policy by reminding people that NHS Highland provides a smoke-free environment and that they cannot smoke anywhere inside its buildings or in its grounds.</p> <p>When selecting new staff NHS Highland does not discriminate against applicants who smoke but applicants who accept an offer of employment will in doing so agree to observe and familiarise themselves with NHS Highland's Smokefree policy.</p>
CONFIDENTIALITY	<p>In the course of your duties you may have access to confidential material about patients, members of staff or other health service business. On no account must information relating to patients be divulged to anyone other than authorised persons - for example medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature you must seek advice from your superior officer. Similarly no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe this rule will be regarded by your employers as serious misconduct which could result in serious disciplinary action, including dismissal, being taken against you.</p> <p>The unauthorised disclosure of official business under consideration by NHS Highland or one of its Committees by an employee is also regarded as a breach of confidence and may lead to disciplinary action.</p>
INDUCTION STANDARDS AND CODE OF CONDUCT	<p>Your performance must comply with the "Mandatory Induction Standards for Healthcare Support Workers in Scotland" 2009; and with the Code of Conduct for Healthcare Support Workers, both as amended from time to time. Copies can be obtained on-line at http://www.hcswtoolkit.nes.scot.nhs.uk or from your Employment Services Department.</p>
ASYLUM AND IMMIGRATION ACT 1996	<p>Under the Asylum and Immigration Act 1996, NHS Highland is required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.</p>
REHABILITATION OF OFFENDERS ACT 1974	<p>The Rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as "spent" after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are "spent" under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by NHS Highland.</p> <p>Any information given will be completely confidential.</p>
DISCLOSURE SCOTLAND	<p>Appointment to this post will be made subject to satisfactory screening by Disclosure Scotland. This post may be considered to require registration with the Protecting Vulnerable Groups (PVG) Scheme if it involves substantial access to children and vulnerable adults or a Standard Disclosure depending on the type of post. A PVG Scheme Record or Standard Disclosure will contain details of all convictions on</p>

	<p>record, whether spent or unspent. This means that even minor convictions, no matter when they occurred will be included in the Scheme Record. It may also contain non conviction information held locally by the police, where this is considered relevant to the post.</p> <p>Following the selection interview only the "successful" candidate will be subject to a check by Disclosure Scotland to verify details previously supplied by him/her. Offers of appointment will be made subject to satisfactory Disclosure Scotland screening, medical fitness and two references, all of which must be satisfactory in relation to the requirements of the post.</p>
APPLICANTS WITH DISABILITIES	<p>A disability or health problems does not preclude full consideration for the job and applications from people with disabilities are welcome. All information will be treated as confidential.</p> <p>NHS Highland guarantees to interview all applicants with disabilities who meet the minimum criteria for the post.</p> <p>You will note on our application form that we ask for relevant information with regard to your disability. This is simply to ensure that we can assist you, if you are called for interview, to have every opportunity to present your application in full. We may call you to discuss your needs in more detail if you are selected for interview.</p>
KNOWLEDGE AND SKILLS FRAMEWORK (KSF)	<p>To support personal development and career progression, there is an NHS Knowledge and Skills Framework which supports the process of annual development review and agreeing personal development plans.</p> <p>The NHS Knowledge and Skills Framework helps staff develop their skills to the full in a particular NHS post. It helps ensure better links between education, development and career and pay progression for all NHS Staff.</p> <p>The first gateway in each pay band will be after one year in post.</p> <p>The position of the second gateway will vary between pay bands but will fall between the top three points of the pay band.</p>
SCOTTISH WORKFORCE INFORMATION STANDARD SYSTEM (SWISS)	<p>Data Statement</p> <p>The information that staff provide will be used for employment purposes and where necessary to comply with legal obligations. The purpose of holding this information is for administration i.e. employment and pay amendments, superannuation, workforce management/planning and other personnel matters in relation to employment. Any requests for information outwith the above will only be processed with individual consent (e.g. building society mortgage applications etc.)</p> <p>Staff information will be held securely in a national database, which will be accessed at a local, regional and national level to meet the requirements outlined above. Managers may also hold information within your department. There will be no unauthorised access.</p>
CAR FOR BUSINESS USE	<p><i>If you are required to use your own car to carry out the duties of the post you must hold a full current driving licence and comprehensive car insurance which includes business use.</i></p>
CHILDCARE VOUCHERS	<p>For information relating to Childcare Vouchers please visit https://www.gov.uk</p>
THE HIGHLAND CLINICAL RESEARCH FACILITY	<p>The UHI Millennium Institute's (UHI) Clinical Research Facility, is housed on the ground floor within the Highland Diabetes Institute; phase III of the new Centre for Health Science building adjacent to the Raigmore Hospital site, it opened in January 2009.</p> <p>The Clinical Research Facility is a joint NHS/UHI initiative aiming to provide a high</p>

	<p>quality clinical environment in which participants can take part in research programmes safely according to ethically approved study protocols. It comprises a bedded clinical research unit in which patient monitoring may be conducted on a day case or 24 hour basis. The facility has the capacity to be used by departments or specialties within NHS Highland, UHI or other research institutions for clinical research.</p> <p>The facility is supported by the CRF Advisory Group and approved studies are reviewed by the CRF User's Group.</p> <p>It is staffed by a small team comprising a dedicated manager, research nurses, research pharmacist, part time pharmacy technician and administrative support under the leadership of a part time CRF Director, Prof Sandra MacRury.</p>
HEALTHY WORKING LIVES	<p>Healthy Working Lives (formerly SHAW, Scotland's Health at Work) is the national award programme designed to encourage and reward employers in their efforts to improve the health and well-being of their staff. Healthy Working Lives involves having policies and practices in place which help employees be better informed to make healthy choices. It also involves recognising that organisations themselves can have a direct impact on the health and well-being of the individual members of staff.</p> <p>Over the last few years, NHS Highland has placed the wellbeing of staff high on our list of priorities and is committed and signed up to achieving the Healthy Working Lives Award.</p> <p>Healthy Working Lives needs the support and involvement of staff. To find out where your nearest contact for Healthy Working Lives is, contact Susan Birse on susanbirse@nhs.net</p>
EQUAL OPPORTUNITIES	<p>The postholder will undertake his/her duties in strict accordance with NHS Highland's Equal Opportunities Policy.</p>
FURTHER INFORMATION	<p>For further information on NHS Highland, please visit our website on www.nhshighland.scot.nhs.uk</p>
APPLICATIONS	<p>Completed applications should be returned, AS SOON AS POSSIBLE, to the Human Resources Department, NHS Highland, Argyll & Bute, Aros, Lochgilphead, Argyll PA31 8LB.</p> <p>(E-mail address: recruitment.ab@nhs.net).</p>
CLOSING DATE	AS PER ADVERT

All completed applications are held in the Recruitment Team until the closing date. Thereafter the recruitment process takes approximately four weeks. If you have not heard from us within four weeks of the closing date for the vacant post, I am afraid that your application has not been successful and you will receive no further correspondence from the Recruitment Team.