**Job Advert**

**Post:** Business Support Officer - Quit Your Way Pharmacy Assist Team

**Tenure: Permanent**

1.4wte Posts (Part-time and job share applicants are welcome)

Posts will be based in Sighthill Health Centre and there will be regular travel to visit a wide range of Pharmacies across Lothian.

**Salary**: AfC Band 4

The Department of Public Health and Health Policy aims to improve and protect the health of people in Lothian as part of a whole system approach to public health in Scotland.

The Business and Administration Division provide administrative and clerical support to a wide range of service functions across Public Health and Health Policy. These particular roles that we are recruiting to will focus on providing administrative support to our Quit Your Way Pharmacy function.

Reducing the harms from smoking is a key priority for Scotland as we work towards a smokefree nation over the next decade. NHS Lothian is seeking dynamic individuals to join Quit Your Way as part of a new team supporting the community pharmacy Quit Your Way smoking cessation service.

The team will work to improve the existing smoking cessation delivery in the 180+ community pharmcies across NHS Lothian, and will be the key first point of contact for staff working in community pharmacy around best practice.

Visiting pharmacies, supporting the Tobacco Control Project Manager to support the delievery of training and working with a range of partners to support enagement from pharamcies is key to increasing and maintaining our performance. You will be able to demonstrate effective communication skills when communicating with service users, and Pharmacy staff on a daily basis to provide an effective service.

There will be a requirement to work up until 7pm one evening per month and 8pm one evening every 3 months. As a result of this, your working day will be adjusted to allow flexibility on the days you are required to work later. This would include a later start time to compensate the later finish.

We would welcome and encourage you to call to discuss the roles.

For further information and an informal discussion contact:

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