Job Description

JOB TITLE:	**Programme Manager London Tobacco Alliance and Stop Smoking London**
GRADE:	**K**
POST NUMBER:	
DIRECTORATE:	**Healthy Adults and Community**
SERVICE:	**Public Health**
RESPONSIBLE TO :	**Programme Director London Tobacco Alliance and Stop Smoking London**
RESPONSIBLE FOR:	Temporarily assigned staff including on the job training and checking of work for quality and quantity.
	DBS Basic check not required **This post is not politically restricted**
JOB SUMMARY:	The London Tobacco Alliance was established in 2022 as the regional body bringing partners together to make London SmokeFree by 2030. This is a key role to enable delivery of the strategic ambitions of the Alliance as well as delivery of Stop Smoking London, the online resource hub and helpline. The London Borough of Tower Hamlets hosts this post on behalf of all 33 London boroughs as a key programme of the Association of Directors of Public Health in London. The post holder will have high visibility across London's health and care system, to support partnership working to deliver the Smokefree London 2030 ambition. The work will involve extensive engagement with key stakeholders across London to ensure effective delivery of key programme areas.
ROLE REQUIREMENTS:	
Programme Management	
1.	Provide expert effective programme management to the London Tobacco Alliance and Stop Smoking London ensuring outputs are of high quality, and delivered on time, working alongside and supporting the Programme Director.

2.	Lead, establish and manage expert task and finish groups within the London Tobacco Alliance programme to deliver specified pieces of new and innovative work.
3.	In conjunction with expert colleagues, maintain an understanding within the programme of current issues relating to tobacco to include knowledge of developments to support quit attempts. including digital initiatives and behavioural approaches with a focus on addressing health inequalities.
4.	Collate and distill information from a variety of sources eg academic journals, third party organisations, government sources into detailed advice and reports ensuring the advice/recommendations are in accordance with the best professional standards.
5.	Lead a population-based approach to identifying key communities for work to drive down smoking rates
6.	Prepare and present detailed advice and reports on relevant issues eg prevalence of smoking in specific groups and evidence based activities to reduce smoking.
7.	Lead and implement innovative solutions to addressing reductions in smoking at London level, working with senior stakeholders and system leaders.
8.	Deputise for the Programme Director where required
9.	Work with a wide range of stakeholders to adopt a creative and innovative approach to devising new protocols and guidance (such as position statements) and revise existing documents in line with emerging evidence. Establish effective channels of communication to use these to enable adoption at scale in Integrated Care Systems and local areas
10.	Produce option appraisals, business cases and funding bids where required to support decision-making and to obtain additional funding.
11.	Respond rapidly and accurately to briefing requests in environments in politically sensitive environments political sensitivities.
12.	Manage high-profile large-scale events with support from administrator. Define purpose and audience, liaise with speakers and venue, publicity, marketing and effective management of the event and evaluation.
13.	Provide high quality secretariat to key meetings eg London Tobacco Alliance Board. To include agenda setting working with Chairs, minute taking and effective tracking of actions, risks and issues

14.	Manage programme reporting to both ADPHL, the LTA board and other key parties working with administrator.
15.	Manage the programme budget ensuring expenditure is within budget and ensure effective use and tracking of resources.
Stakeholder Engagement	
16.	Support the continued development of the London Tobacco Alliance and Stop Smoking London by developing strong and effective partnership working across a wide range of senior partners at London and national level. Act as a credible external ambassador for the programme with key partners including: • Association of Director of Public Health London (ADPHL) • Local authority public health and trading standards teams • Health and Well-Being Boards • London Councils • Greater London Authority • NHS England and other partners at strategic, acute and mental health trust and community level • Integrated Care Boards • Office for Health Improvement and Disparities (OHID) • Clinical networks • Action on Smoking and Health • Metropolitan Police Service • London Fire Brigade • Other Voluntary Sector organisations such as Cancer Research UK, Asthma Lung.
17.	Engage relevant decision-making bodies including local authority partners, NHS trusts, Health and Well-being boards, elected members and Members of Parliament on key issues and progress in relation to SmokeFree London.
Commissioning	
18.	Review and lead on the delivery of a work programme of commissioning and procurement through management of a portfolio of commissioning activity from third parties for 2023 and beyond to support delivery of web based, marketing and digital resources.
19.	Maintain a good working knowledge of delivery of digital services; website, digital marketing, social media.
20.	In conjunction with stakeholder and marketing leads produce materials to support dissemination of the programme such as presentations, brief updates.
CORPORATE RESPONSIBILITIES	

21.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
22.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
23.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
PEOPLE	*[This should detail those aspects of that require contact and interaction with other individuals, either within the council and/or in outside organisations, and the intended outcome of this]*
24.	Initiate and manage work to engage with smokers through work on insights, understanding their needs to support behaviour change through identification of target groups and delivery of the Stop Smoking London Programme
25.	Line manage the programme administrator and support their development. Manage temporarily assigned staff including on the job training and checking of work for quality and quantity. Support staff in developing their personal development plans.
26.	Maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities. Develop a Personal Development Plan to identify areas to develop competence
FINANCE	*[This is for roles that have budgetary responsibility, e.g. the requirement of managing budgets, delivery targets and the efficient deployment of resources – delete if not applicable]*
27.	Report regularly to the Programme Director on staff and budget issues and identify at an early-stage matters that require senior management resolution.
28.	Proactively manage budget for internally and externally commissioned service contracts in line with council procedures including providing appropriate budget estimates and expenditure projections and ensuring that budgets are not exceeded and that value for money is secured.
SERVICE	*[This section will include requirements that the job holder may have in respect of quality assurance, continuous improvement, and the efficiency of the service]*

29.	Ensure specific groups with high rates of smoking are prioritised eg routine and manual workers, LGBTQ+, people with a mental health condition, specific migrant populations.
PERFORMANCE	*[This section needs to list the specific targets that are required to be met by the post holder and how these will be achieved]*
30.	Contribute to the implementation of a comprehensive evaluation of the programmes, including commissioning academic partners where appropriate

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

To engage and develop all staff in the team to ensure they have clear personal development plans.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.
To undertake additional duties that may arise from time to time commensurate with the grade of the post.

Requirements	Person Specification for the Post of Programme Manager, London Tobacco Alliance and Stop Smoking London	Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	Good understanding of the landscape of London-wide and national health and public health agendas	E	A/I
	Understanding of the background to and aims of current health policy and appreciate the implications of this on tobacco control	E	A/I
	In depth understanding of health inequalities, the main determinants of health and interventions to effectively promote health and wellbeing.	E	A/I
	Broad knowledge of programme management methodologies	E	A
	Awareness of political landscape across London and the UK in relation to tobacco control	E	A/I
Qualifications & Experience	Degree or equivalent experience	E	A
	Recognised postgraduate training in health and/or social care management.	D	A
	Experience of delivering complex programmes using a structured programme management approach	E	A/I
	Experience of leading and delivering procurement processes to deliver best service outcomes	E	A/I
	Excellent project management skills including budgetary management.	E	A,I
	Experience of working with senior leaders and board members on complex strategic issues	E	I
	Adaptability to circumstances which are unplanned or unforeseen	E	A, I

Skills and Capabilities	Highly developed communication skills with the ability to communicate on highly complex matters and difficult situations	E	A/I
	Excellent interpersonal, written, oral communication decision making skills, able to influence, motivate and persuade others, able to influence senior colleagues	E	A, I,T
	To understand, analyse and interpret complex data and synthesise information from different sources	E	A,I
	Demonstrated capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly	E	A,I
	Computer literate with excellent IT skills including use of Powerpoint, Excel, Word. Able to learn how to use new systems	E	A, I
	Excellent budget management skills	E	A, T
	Able to prioritise own work effectively and be able to direct activities of others.	E	A,I
	Able to both lead teams and to able to contribute effectively in teams led by junior colleagues	E	A,I
	Effective and flexible approach to problem solving	E	A, I
Living the TOWER Values sets out the essential behaviours required of all staff.		**They are aligned to the organisation's five TOWER Values**	
We work **TOGETHER** across boundaries and with partners to achieve the best outcomes for Tower Hamlets	**Developing Networks** Builds effective alliances with a wide-range of stakeholders and partners to achieve better outcomes.	E	I

We are **OPEN** and transparent	**Communicating clearly** Connects the 'bigger picture' to audiences own values, goals and ideas.	E	I
We are **WILLING** to challenge, innovate and be accountable	**Learning & challenge** Ensures progress is measured, reviewed and evaluated to deliver the organisational outcomes required. **Improvement and Innovation** Encourages innovation and commits resources for entrepreneurial ideas to achieve better outcomes	E	I
We empower each other to be **EXCELLENT** and go the extra mile	**Having purpose & personal motivation** Get others excited about the vision, strategy, values and goals of the LondonTobacco Alliance and how they can make a difference.	E	I
We **RESPECT** all communities, they are the heart of everything we do	**Being a Customers Ambassador** Initiates new programmes and makes changes to improve the customer experience and access.	E	I
Additional Requirements	**(Examples provided below)** To meet exceptional business needs a willingness to work outside of contractual hours in the evenings and weekends with notice, unless there is good reason where this is not possible. DN This is highly unlikely – is it compulsory to include? To comply with the requirement to carry out a DBS check on this role. *(Must be included if post subject to DBS check)* To comply with the requirements relating to		

	political restrictions for this role. *(Must be included if post designated 'politically restricted')*		