



FPH Faculty Adviser and Deputy Faculty Adviser

Role description, September 2025

- TITLE:** Faculty Adviser or Deputy Faculty Adviser, Faculty of Public Health (honorary post)
- GRADE:** Director of Public Health/Consultant in Public Health/Consultant in Public Health Medicine. A number of hours per week will be required.
- LOCATION** Usually from home or work location.

OVERALL PURPOSE

Faculty Advisers promote and maintain high standards of professional competence and practice of public health across the core and defined competency areas of specialist public health practice.

Faculty Advisers and Deputy Faculty Advisers are elected by members of FPH or appointed by the Board and are accountable to the Board. Faculty Advisers and their deputies need to work closely with Officers and staff at FPH, particularly those in the workforce and standards team. Post holders will need to work with the local Deputy Faculty Adviser, CPD Adviser and the Local Board Member (LBM).

KEY FUNCTIONS

The Faculty Adviser may delegate specified functions to Deputy Faculty Adviser or, with the agreement of the Local Board Member, some roles may be led by the LBM. A Deputy Faculty Adviser would be expected to work closely with their Faculty Adviser at all times. These functions will vary between regions.

Trainee recruitment

- i. To provide advice to those who are interested in pursuing a career in public health.

Training and Education

- i. To work with the local CPD Adviser to promote good practice in CPD in the constituency.
- ii. To contribute to a high-quality training programme, working with the public health programme director or equivalent and postgraduate dean, and others involved in delivering the programme.

Senior public health appointments, including honorary and locum consultant posts

- i. To approve job descriptions, person specifications and adverts for new and replacement consultant level posts on behalf of FPH. (This will involve discussion/negotiation with employers to ensure that the detail of job descriptions and person specifications is appropriate and meets agreed standards for good public health practice in accordance with statutory and other good practice requirements).
- ii. To provide appropriate and timely advice to employers in the constituency about procedures for the appointment of consultants and Directors of Public Health.
- iii. To work with the Registrar, Assistant Registrar and appropriate FPH staff especially over non-standard issues in order to ensure a consistent approach.

Distinction

- i. To contribute to proposals to the Fellowship Committee for FPH distinction grades of membership.
- ii. To make recommendations to the President for FPH nominations for civil honours.

FPH elections

- i. To support the process for the election of Faculty Advisers, Deputy Advisers, CPD Advisers and Local Board Members in the constituency in conjunction with FPH staff.

Liaison with FPH Officers and staff

- i. In conjunction with designated deputies and the Local Board Member to maintain contact with the membership in the constituency and represent views to Officers.
- ii. To attend the meetings of the Faculty Advisers Committee.
- iii. To be a member of the FPH Country/Local Affairs Committee.
- iv. To nominate FPH members for key FPH roles.
- v. To assist the FPH office in maintaining an up-to-date list of members in the constituency
- vi. To respond to ad hoc requests.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential

- FPH Fellow elected or appointed under Standing Order 9 and actively engaged in the practice of public health within the appropriate constituency.
- MFPH via the examination process.
- In good standing with FPH including meeting FPH's requirements for CPD.
- In a consultant role in service or academic public health and with specialist registration with either the GMC, GDC or UKPHR.
- Three or more years' experience at consultant level (two years for Deputy Faculty Advisers).
- Accredited as a trainer in public health.
- Good working knowledge of the organisation and management arrangements for health and related services at different levels within the constituency, particularly related to the public health function and training and educational opportunities.
- Ability to identify problems, to listen, counsel and negotiate on behalf of others.
- Ability to recognise and cope with conflict, provide critical appraisal and achieve change in attitudes and behaviour in others where required.
- Trained in appraisal and assessment.
- Familiar with the requirements for the FPH Diplomate and Final Membership examinations, and with ARCP processes.
- Willing and able to keep up to date with new and existing FPH policy.
- Good understanding of the of the requirements for the registrar recruitment process.

Desirable

- Understanding of professional and organisational networks through which professional influence is mediated.
- Experience as a member of a training committee.
- Experience as a member of an ARCP panel.
- At least five years' experience in a consultant post (three years for Deputy Faculty Advisers).

OTHER INFORMATION

- The Faculty Adviser is an honorary post and the post holder is not an employee of FPH. The key functions and knowledge and experience required are designed to give those interested an indication of the requirements.
- Reasonable travel and subsistence expenses will be paid for attendance at FPH meetings in line with the FPH expenses policy.
- Faculty Advisers are indemnified by FPH's insurance policy in their activities in 'establishing and maintaining professional standards in specialist public health practice'.

September 2025