



FACULTY OF  
PUBLIC HEALTH

## Director of Education, Standards & Advocacy – UK Faculty of Public Health

### Introduction to the role

The UK Faculty of Public Health (FPH) is committed to improving and protecting people's mental and physical health and wellbeing. Our vision is for better health for all, where people are able to achieve their fullest potential for a healthy, fulfilling life through a fair and equitable society. We work to promote understanding and to drive improvements in public health policy and practice.

As the leading professional body for public health specialists in the UK, our members are trained to the highest possible standards of public health competence and practice – as set by FPH. With around 4,000 members based in the UK and internationally, we work to develop knowledge and understanding, and to promote excellence in the field of public health. For almost 50 years we have been at the forefront of developing and expanding the public health workforce and profession. The President, Officers and Trustees lead the work of the FPH and they are committed to employing a Staff group who work in partnership with them.

We are now seeking an experienced individual to join our successful team, to manage and lead FPH activities relating to our charitable objects in respect of education, standards and advocacy.

The successful applicant must have a proven track record of undertaking senior management activities and possess excellent interpersonal and communication skills. Producing work accurately and to a high standard is also vital in this role. FPH has a small staff team, so alongside the senior responsibilities of the role, the successful candidate must also be prepared to be hands-on in the operational delivery of the organisation's work. The successful candidate will be able to contribute to a supportive team environment and be flexible in their approach to changing priorities and deadlines.

FPH also has a growing membership body who are active participants in developing and delivering our work, so the successful candidate will have experience of partnership working and network development as well as the experience and ability to implement strategy plans in relation to policy, educational and professional standards activities. They will be required to work closely with senior Trustees in order to deliver the strategic objectives determined by them and the FPH Board.

This role represents an exciting opportunity for an experienced professional to make a significant impact to the organisation and its members who strive to improve the public's health at a time of significant change and challenge.

To apply, please email your CV along with a covering letter (no more than 750 words) to [jobs@fph.org.uk](mailto:jobs@fph.org.uk). For an informal discussion about the role email [jamesgore@fph.org.uk](mailto:jamesgore@fph.org.uk)

Closing date: **22 March 2019**

Shortlisting: w/c 25 March 2019

Interviews: 8 April 2019

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## **JOB DESCRIPTION**

Job Title: **Director of Education, Standards & Advocacy**

Contract: Permanent

Hours: 35 per week

Salary: Grade 4, point 4-6; (£50k - £55K) – plus a generous employer pension contribution, currently at 12.5% of salary

Professionally accountable to: FPH Officers

Managerially accountable to: Chief Executive

### **Purpose of Job:**

To manage and lead FPH activities relating to our charitable objects in respect of education, standards and advocacy, in line with the strategic objectives agreed by the Board of Trustees and Officers.

The objects are defined as:

- To promote for the public benefit the advancement of knowledge in the field of public health
- To develop public health with a view to maintaining the highest possible standards of professional competence and practice
- To act as an authoritative body for the purpose of consultation and advocacy in matters of educational or public interest concerning public health

### **Impact:**

To innovate, engage and advocate with impact across the public health sector, and to drive and implement change to improve standards and the provision of public health in the UK.

### **Main accountabilities:**

- Deliver FPH activities in relation to education, professional standards and advocacy to support the FPH strategy and the objectives agreed by Board and Officers.
- Undertake strategic analysis to inform and advise FPH development in the areas of education, standards and advocacy
- Support the Chief Executive in advocating FPH policy around workforce, education and public health policy and successfully influence partners and stakeholders
- To lead FPH external engagement, in collaboration with the Chief Executive, Officers and members, in matters of public health policy
- Represent FPH externally and forge effective partnerships with relevant organisations
- Lead FPH education, standards and policy activity, in close collaboration with FPH Officers, particularly in relation to public health policy, specialty training, examinations, CPD, revalidation and workforce.
- Develop and implement clear plans to support organisational targets

- Develop, manage and monitor business plans and budgets in own area to achieve agreed objectives
- Lead and manage a team of staff to deliver against plans, innovate and provide excellent customer service
- Develop best practice in education and standards within appropriate internal and external policies, procedures and legislation including health and safety, equality and diversity, personnel, finance, administration and regulatory frameworks.
- Continuously seek to improve the effectiveness and efficiency of the organisation, by innovating, using resources effectively and identifying and mitigating risk.
- Deputise for the Chief Executive
- Undertake any other duties commensurate with the post

## **PERSON SPECIFICATION:**

### **Skills**

#### **Essential**

Ability to develop and implement strategy in relation to policy, educational and professional standards activities.

Ability to support FPH President, Officers and Trustees in their Leadership Functions

Ability to present and argue persuasively and influence the decisions of others.

Ability to schedule and prioritise plans and budgets using appropriate performance measures to improve performance and manage change.

Ability to motivate and empower others through objective setting, coaching, appraisal and review

Ability to synthesise and communicate complex information clearly, in writing and in oral presentations, to a range of audiences

Ability to address complex problems and generate innovative solutions

Ability to understand and demonstrate commitment to FPH's Values, Ethical Policies and Equal Opportunities Policy and to ensure all activities are carried out consistently within this framework.

Demonstrable enthusiasm and commitment ensuring delivery of objectives. Able to remain calm and in control when challenged or in the face of setbacks

Ability to demonstrate tolerance and diplomacy in dealing with different needs and viewpoints

Ability to make effective use of Microsoft Office products (Outlook, Word, Excel).

### **Experience**

#### **Essential**

Experience of managing educational programmes

Experience of building and maintaining effective alliances and partnerships to bring about policy change.

Relevant experience of making high-level, systematic and rational decisions through evaluating information in a logical manner.

Experience of managing staff, volunteers and partners to deliver agreed outcomes.

Experience of successfully applying management principles to service planning and delivery

Evidence of personal and professional integrity, transparency and fairness

### **Desirable**

Experience of working in a membership organisation

Experience of working with trustees

Experience of operating in the health and social care sector

Experience of operating in a charity/voluntary sector

### **Specialist Knowledge**

#### **Essential**

Good academic graduate-level qualification or equivalent standard of demonstrable knowledge in related discipline.

Understanding of the UK health and social care sector

Evidence of continuing professional development

#### **Desirable**

Post-graduate qualification or equivalent standard of demonstrable knowledge in related discipline.

Understanding of the influences on public health and health inequalities

Membership of relevant professional body

### **Advanced Performance**

Demonstrates sustained and significant successful influence across a range of areas

Achieves sustained successful performance against business plan milestones, targets, KPIs

Recognised as an effective leader amongst stakeholders and partners

Influential beyond own areas of core work

## **ROLE PROFILE**

**Staff:** Up to eleven FTE posts: policy, revalidation, CPD and education roles. (Currently direct line management of 3 manager posts)

**Budget:** circa £1m including staff costs.

**Service areas:** responsible for all FPH functions and services relating to examinations, education, CPD, revalidation, training, policy and workforce

**Internal Key Contacts:** Chief Executive, Senior Management Team, President, Officers, Chairs of relevant committees, Chairs of Special Interest Groups, Trustees.

**External Key Contacts:** Academy of Medical Royal Colleges; General Medical Council, UK Public Health Register, statutory Public Health and NHS bodies across UK, including Public Health England and Health Education England; Department of Health; LGA; various public health consortia and networks.

### **Focus Areas: (anticipated time allocation %)**

#### **Service Delivery: (35%)**

Development, co-ordination and production of strategic positions and implementation of change.  
Oversight of delivery of all educational, policy and standards functions.

#### **People: (25%)**

Leadership of team including all line management duties.

Partnership and network development

Member engagement

#### **Problem Solving: (15%)**

Understanding complexity of educational, policy and standards context; designing, advocating and delivering appropriate recommendations.

Understanding of partners and stakeholders agenda and operating context

#### **Planning/Organising: (15%)**

Strategy development.

Business planning for departmental objectives and targets over short, medium and longer term

Project development, design and delivery

#### **Communication: (10%)**

Promotion and management of FPH membership and activities to different audiences

Reporting formally and informally to Senior Management Team, CEO and Board

## FPH Staff

