[Employer’s name and address] [Date]

Dear [employer’s name]

**JOB TITLE(S) AND NAME OF EMPLOYER(S)**

**[eg CPHM/CPH, /LA/PHE/OTHER ORGANISATION]**

I am writing formally to approve the job description(s), person specification(s) and advertisement for the above post(s) sent to me for Faculty approval.

***Either*** I am pleased to see that the post(s) is/are open to candidates from various professional backgrounds in public health.

***Or*** I confirm that I am satisfied that the post requires the postholder to be medically qualified and that the job description adequately describes the responsibilities which require medical qualifications.

***Either*** I also confirm that the key areas of competency for good public health practice (core and defined competencies) have been featured.

***Or*** All the key areas of competency for good public health practice do not feature in this job description but I am satisfied that this is acceptable for this post because …….. *[please insert reasons as appropriate]*.

Please note that as approval has now been granted, further changes to the recruitment literature should not be made without prior consultation with the FPH Adviser.

You should now contact the Appointments and Workforce Coordinator at the Faculty of Public Health, via email (aac@fph.org.uk), and request a list of external Faculty Assessors for you to contact to take part in the selection process (short-listing and interview). You should enclose copies of all the approved recruitment literature with your request (job description, person specification and advert). I have sent a copy of this letter to Appointments and Workforce Coordinator.

Please note that FPH recommends that you advertise the vacancy in NHS jobs, BMJ or HSJ as well as the Local Government Chronicle for three weeks minimum.

Please let me know if you need any further help or advice. The Faculty’s web site also has guidance on appointments procedures for senior public health posts under Guidance on Public Health Appointments:

<https://www.fph.org.uk/media/3059/fadvisers_guidance-oct2020.pdf>

Yours sincerely

[Name of Faculty Adviser]

cc: aac@fph.org.uk