Re: [Post title here]

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

I am pleased to see that the post is open to candidates from various professional backgrounds in public health and that the key areas of competency for good public health practice have been featured.

As approval has now been granted, further major changes to the recruitment literature should not be made without prior consultation with the FPH Adviser. This approval remains live for six months only. If recruitment is delayed for longer than six months from the date of this approval, re-approval may be required but in all instances, employers are advised to contact the Faculty Adviser.

You now need to contact the workforce administrator at FPH, 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 the Faculty’s workforce team.

[If the post is to recruit a DPH, then please remind the employer to contact the PHE RD]

Please note that FPH recommends that you advertise the vacancy on all relevant electronic platforms (e.g. NHS jobs, FPH job Board, etc) for three weeks minimum. Please let me know if you need any further help or advice. The Faculty’s website also has guidance on appointments procedures for senior public health posts: <https://www.fph.org.uk/professional-development/public-health-appointments/>

Yours sincerely

[Faculty Adviser name]

FPH Faculty Adviser, XXXX Region

cc: FPH Workforce Administrator: aac@fph.org.uk

 [Regional Director, PHE XXXXXXX Region – if relevant]