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## FACULTY ADVISER

Title: 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 work or home of the Adviser

**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 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 Education & Professional Standards Department.

The post holder will need to work with the local Deputy Faculty Adviser(s) and CPD Adviser, and the Local Board Member (LBM). They will need to liaise with a variety of individuals including the Regional Training Programme Director in Public Health, the Postgraduate Medical Dean and the OHID Regional and Centre Directors and workforce leads, or equivalent in Wales, Scotland and Northern Ireland. Other key relationships will be with employers, the budget holder of the regional/country training scheme, the personnel officer(s) dealing with contracts for trainees and the chair of the local Public Health Training Committee (if this post is not held by the Faculty Adviser), local authority DsPH, those in senior public health/medical posts within the region, the regional epidemiologist, the head(s) of relevant academic departments and the public health training programme directors and their equivalents in the four countries.

**Key functions**

The Faculty Adviser may delegate specified functions to deputies or, with the agreement of the Local Board Member (LBM), some roles may be led by the LBM.

These functions will vary between regions.

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### *Trainee recruitment*

1. To provide advice to those who are interested in pursuing a career in public health.
2. To attend appointments committees for Specialty Registrars, Lecturers and SHOs in public health.
3. In collaboration with FPH Officers, to ensure that (where appropriate) all trainee appointments meet requirements for higher specialist training and that those appointed enrol with the FPH.

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### *Training and Education*

1. To be a member of the Regional Education and Training Committee or its equivalent (and to act as chair if nominated by the Postgraduate Dean)
2. To work with appropriate FPH staff and Training Programme Director in order to advise on provisional CCT dates, and adjustment to the dates as required throughout training
3. To work with the Training Programme Director to ensure that all appropriate ARCP Forms are complete
4. To advise, as member of RITA/ARCP panel, on the progress of all public health trainees
5. To work with the local CPD Adviser to promote good practice in CPD in the constituency
6. 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 (e.g. CPH/M, DPH, CCDC, CHP, including honorary and locum consultant posts)*

1. 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)
2. To provide appropriate and timely advice to employers in the constituency about procedures for the appointment of consultants and DsPH
3. To work with the 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*

1. In conjunction with designated deputies and the Local Board Member to maintain contact with the membership in the constituency and represent views to Officers
2. 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**

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# *Essential*

* FPH Fellow elected or appointed under Standing Order 9 and actively engaged in the practice of public health within the appropriate constituency
* In good standing with FPH including meeting FPH’s requirements for CPD
* In a consultant role in service or academic public health
* Three or more years’ experience at consultant level
* 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.

# *Desirable*

* MFPH via the examination process
* 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 5 years’ experience in a consultant post

**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’.

October 2022