

How to create a vacancy in NHS Jobs using ESR

This guide explains how to create a vacancy in NHS Jobs using the ESR.

To improve the journey for ESR and NHS Jobs users, the NHS service jobs pulls the position information real-time from ESR.

Your ESR work-structure team should have created a position in advance of creating the vacancy. This may have been completed as part of your vacancy approval process.

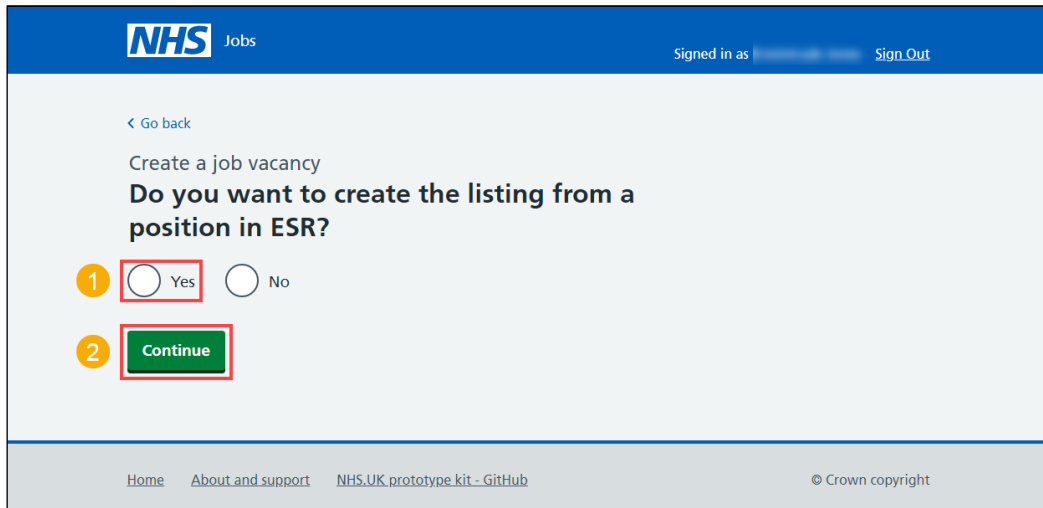
Before you begin

- Your organisation must be a user of ESR with your NHS Jobs account enabled and linked to your correct VPD code. This is created and setup by our NHS Jobs Implementation Team.
- You must have an 'Active' ESR Position for the Cost Centre Code and Job Title to be found using NHS Jobs.
- You can only find and view the results of your own organisations cost centre codes and job titles using NHS Jobs.

Create a vacancy from a position in ESR

Step 1: Select the Yes tick box to create a vacancy from a position in ESR.

Step 2: Select the Continue button to confirm your answer.



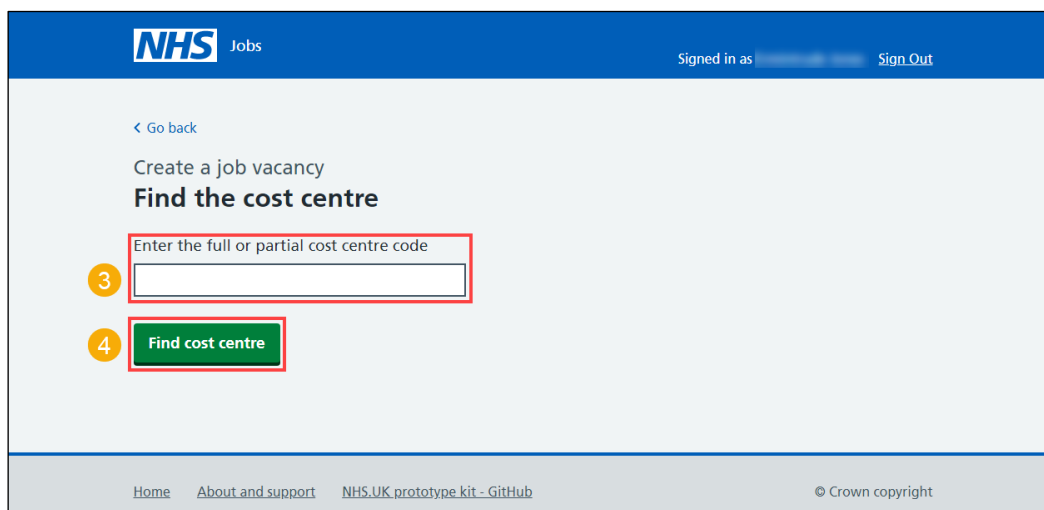
The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Signed in as' followed by a blurred name and a 'Sign Out' link on the right. Below the header, there is a light grey area with a '< Go back' link. The main content area is white and contains the text 'Create a job vacancy' followed by the question 'Do you want to create the listing from a position in ESR?'. Below the question, there are two radio button options: 'Yes' and 'No'. The 'Yes' radio button is selected and highlighted with a red box, with a yellow circle containing the number '1' to its left. Below the radio buttons, there is a green 'Continue' button highlighted with a red box, with a yellow circle containing the number '2' to its left. At the bottom of the page, there is a light grey footer with links for 'Home', 'About and support', and 'NHS.UK prototype kit - GitHub', and a copyright notice '© Crown copyright'.

Find the cost centre in ESR

Step 3: Enter the full or partial cost centre code in the box.

Please note: If entering a partial cost centre code you must enter at least 4 characters.

Step 4: Select the Find cost centre button to search for the code in ESR.



The screenshot shows the NHS Jobs interface for finding a cost centre. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Signed in as [redacted] Sign Out' on the right. Below the header, there is a 'Go back' link. The main heading is 'Create a job vacancy' followed by 'Find the cost centre'. A text input field is labeled 'Enter the full or partial cost centre code' and is highlighted with a red box and a yellow circle containing the number 3. Below the input field is a green button labeled 'Find cost centre', which is also highlighted with a red box and a yellow circle containing the number 4. At the bottom of the page, there is a footer with links for 'Home', 'About and support', and 'NHS.UK prototype kit - GitHub', along with the copyright notice '© Crown copyright'.

Cost centre results from ESR

Step 5: From the results, select a cost centre code tick box for the cost centre or organisation shown.

Step 6: If the cost centre is not shown, select the search for the cost centre again link to perform a new search (Optional). Go back to step 3. If the cost centre is still not found, check your workstructures in ESR.

Step 7: Select the Continue button to confirm your cost centre code.

NHS Jobs

Signed in as [username] Sign Out

< Go back

Create a job vacancy

We found 19 results for A12

Select the correct cost centre

Cost centre code	Cost centre or organisation
<input type="radio"/> A12347F	Bramhope Walk-in Centre
<input type="radio"/> A12345F	Lee and Partners NHS Trust Leeds
<input type="radio"/> A12456G	Bramhope Hospital Ward 10
<input type="radio"/> A12567F	Leeds Hospital Ward 11
<input type="radio"/> A12432F	Leeds Hospital Ward 1
<input type="radio"/> A12123D	Northumbria Teaching Hospital Ward C
<input type="radio"/> A12879J	Northumbria Teaching Hospital Ward D
<input type="radio"/> A12667G	Northumbria Teaching Hospital Ward E
<input type="radio"/> A12999S	Northumbria Teaching Hospital Ward F
<input type="radio"/> A12567H	Northumbria Teaching Hospital Ward G
<input type="radio"/> A12221W	Northumbria Teaching Hospital Ward J
<input type="radio"/> A12334E	Northumbria Teaching Hospital Ward K
<input type="radio"/> A12321A	Northumbria Teaching Hospital Ward L
<input type="radio"/> A12564F	Northumbria Teaching Hospital Ward M
<input type="radio"/> A12678D	Northumbria Teaching Hospital Ward N
<input type="radio"/> A12555F	Stockton Hospital NHS Trust Ward 1
<input type="radio"/> A12892Q	Stockton Hospital NHS Trust Ward 2
<input type="radio"/> A12333A	Stockton Hospital NHS Trust Ward 3
<input type="radio"/> A12432S	Stockton Hospital NHS Trust Ward 4

If you cannot see it, you can [search for the cost centre again](#)

Continue

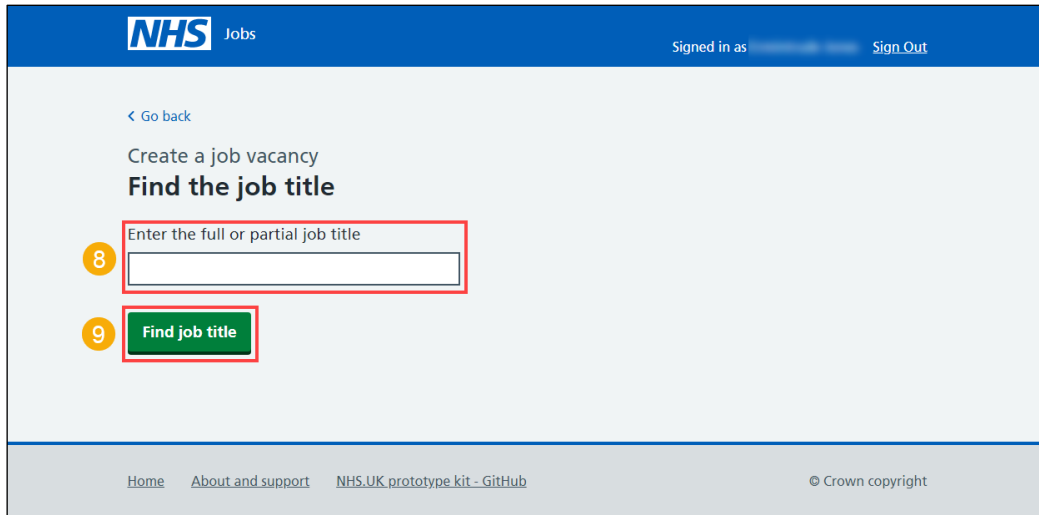
Home About and support NHS.UK prototype kit - GitHub © Crown copyright

Find the job title in ESR

Step 8: Enter the full or partial job title in the box.

Please note: If entering a partial job title you must enter at least 4 characters.

Step 9: Select the Find job title button to search for the job in ESR.



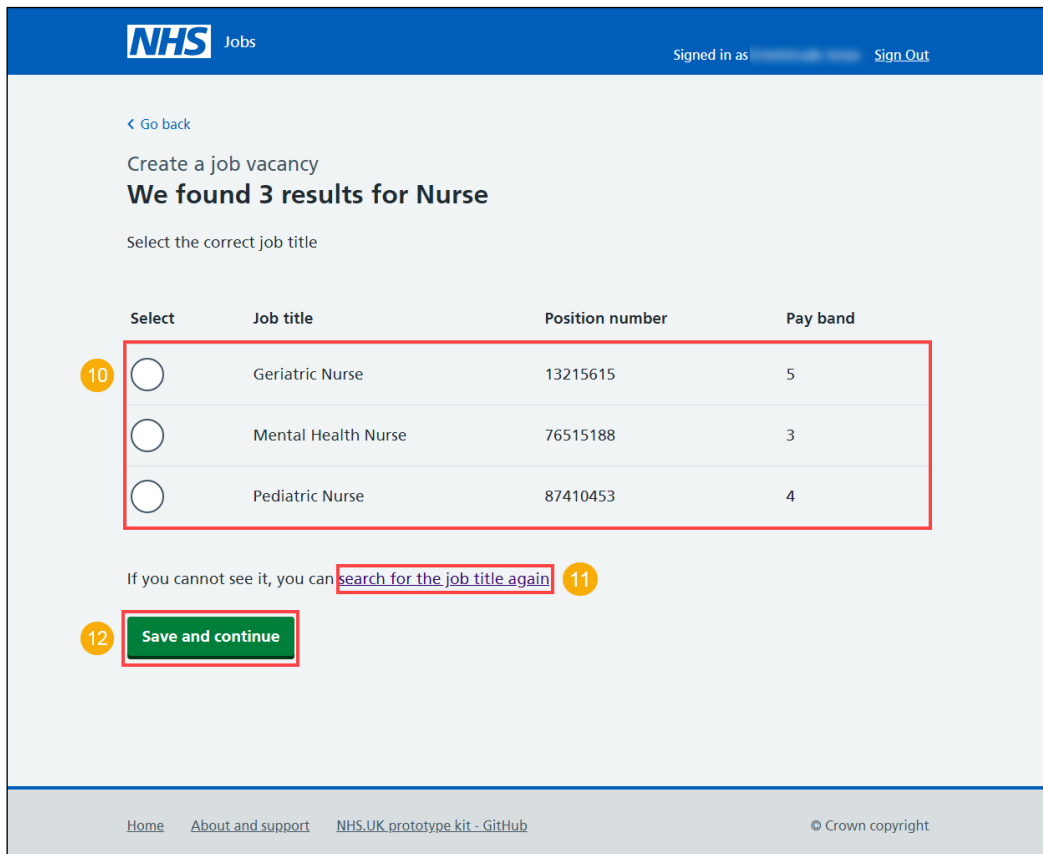
The screenshot shows the NHS Jobs interface for finding a job title. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Signed in as' followed by a blurred name and a 'Sign Out' link on the right. Below the header, there is a 'Go back' link. The main content area is titled 'Create a job vacancy' and 'Find the job title'. It features a text input field with the placeholder text 'Enter the full or partial job title', which is highlighted with a red box and a yellow circle containing the number 8. Below the input field is a green button labeled 'Find job title', also highlighted with a red box and a yellow circle containing the number 9. At the bottom of the page, there is a footer with links for 'Home', 'About and support', and 'NHS.UK prototype kit - GitHub', along with a copyright notice '© Crown copyright'.

Job title results from ESR

Step 10: From the results, select a Job title tick box for the Position number and Pay band shown.

Step 11: If the Job title is not shown, select the search for the job title again link to perform a new search (Optional). Go back to step 8. If the cost centre is still not found, check your workstructures in ESR.

Step 12: Select the Save and continue button to confirm your job title.



The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'Signed in as [username]' and 'Sign Out'. Below the header, there is a navigation link '< Go back'. The main heading is 'Create a job vacancy' followed by 'We found 3 results for Nurse'. Below this, it says 'Select the correct job title'. There is a table with four columns: 'Select', 'Job title', 'Position number', and 'Pay band'. The table contains three rows of results. A red box highlights the first row, which is 'Geriatric Nurse' with position number '13215615' and pay band '5'. A yellow circle with the number '10' is next to the radio button in the 'Select' column for this row. Below the table, there is a link 'search for the job title again' with a yellow circle with the number '11' next to it. At the bottom of the table area, there is a green button labeled 'Save and continue' with a yellow circle with the number '12' next to it. At the very bottom of the page, there is a footer with links for 'Home', 'About and support', and 'NHS.UK prototype kit - GitHub', and a copyright notice '© Crown copyright'.

Select	Job title	Position number	Pay band
<input type="radio"/>	Geriatric Nurse	13215615	5
<input type="radio"/>	Mental Health Nurse	76515188	3
<input type="radio"/>	Pediatric Nurse	87410453	4

You have reached the **end** of creating an ESR vacancy in NHS Jobs, continue with creating a vacancy to complete the process. Go to the [creating a vacancy in NHS Jobs user guide](#) to complete the remaining steps.