

# Your all-new NHS Jobs



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## About NHS Jobs

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**NHS Jobs is the official online recruitment service for the NHS in England and Wales. It is the biggest marketplace for health jobs in the UK featuring over 350 role types from clinical roles, to IT and support, to surgeons and directors.**

Our vision is to help you get the right people into the right NHS roles every time and deliver a great experience for candidates and employers.

### Your new NHS Jobs

The contract for the current NHS Jobs service is ending and it's a great opportunity to develop something new. With your help, we have been reviewing, redesigning and developing a completely new system. It will have all the functionality of the current service but with additional features, based on your feedback.

NHS Jobs is built by the NHS for the NHS. We are building and iterating the new NHS Jobs based on your feedback to ensure we're delivering a service that's fit for purpose, future proof and meets your needs.

To understand your needs, we've held around 1000 user research sessions with both recruiters and candidates, using a combination of interviews, focus groups, pop-up testing and surveys.

### When will this happen?

The new NHS Jobs is being released in stages to users throughout 2020.

Find out more at:

[www.nhsbsa.nhs.uk/about-nhs-jobs/new-nhs-jobs-service](http://www.nhsbsa.nhs.uk/about-nhs-jobs/new-nhs-jobs-service)



## Core Functionality

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We'll deliver all the core functionality you need for your recruitment, including:



### Add a vacancy

Create and advertise your vacancy with a job description and person specification.



### Shortlist

Create and manage shortlists and let applicants know if they've been unsuccessful.



### Create and manage interviews

Manage invitations and scheduling for applicants and create your interview panel.



### Pre-employment checks

Create pre-employment checklists to speed up shortlisting.



### Create and manage offers

Create, accept and decline job offers online and issue reminders for prompt responses.



### Create and manage contracts

Create, accept and decline contracts with customisable templates.

# Functionality

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Some of the improvements we'll be delivering:



## Workflow dashboard

See the status of all your recruitment campaigns in a real-time view.



## Reporting

Operational and strategic reporting to support your KPIs.



## Mobile responsive

Built to work on a variety of devices so applicants can see and apply for your vacancies however they choose.



## Automated bulk emails

Automated responses for shortlisting, interviews and offers so candidates know what is happening.



## Built for accessibility

So candidates can use NHS Jobs however they need to, regardless of personal characteristics, situation, capabilities or access needs.



## Integrates with other systems

Integrates with ESR and built with open APIs so it can work easily with other tools and services too.

# Moving to your new service

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## Your Implementation Team

You'll be supported by our Implementation Team who will help make your organisation's move onto the new NHS Jobs service as easy as possible.

Your dedicated implementation lead will contact you when you're scheduled to move onto the new service. They'll confirm the processes and tools you use and work with you to create a plan.

They'll be on hand to help you make a smooth transition, working with you until the new NHS Jobs has been delivered into your organisation.

To find out more about the Implementation Team visit the NHS Jobs website.

[www.nhsbsa.nhs.uk/about-nhs-jobs/new-nhs-jobs-service](http://www.nhsbsa.nhs.uk/about-nhs-jobs/new-nhs-jobs-service)

## Help and support

NHS Jobs has been created to be user-friendly and intuitive to use and you'll have access to a library of training and guidance materials. They will make sure you have all the information and skills to get started on the new service right from the start:

- Online guides and manuals set out in easy to follow steps
- Video guides and e-learning modules which break down tasks so you can pin-point exactly what you need
- Telephone support from our UK based call centre from 8am to 6pm, Monday to Friday and 9am to 3pm on a Saturday

[www.nhsbsa.nhs.uk/new-nhs-jobs-service/help-and-support-applicants](http://www.nhsbsa.nhs.uk/new-nhs-jobs-service/help-and-support-applicants)

[www.nhsbsa.nhs.uk/new-nhs-jobs-service/help-and-support-employers](http://www.nhsbsa.nhs.uk/new-nhs-jobs-service/help-and-support-employers)

## Best practice and assurance

To make sure that the new NHS Jobs meets best practice, usability and accessibility standards we follow guidelines set by the Government Digital Service (GDS).

It means we're building a reliable, easy to use service, which is fully inclusive and can be successfully accessed by all its users. It will also connect and be compatible with other systems and tools.

As NHS Jobs develops we will continue to use GDS standards and they will monitor and check our work before it is released.

Find out more about GDS

[www.gov.uk/government/organisations/government-digital-service/about](https://www.gov.uk/government/organisations/government-digital-service/about)

**“As NHS Jobs develops we will continue to use GDS standards.”**

## Working with you to develop the service for you

We will continue to develop and improve NHS Jobs and release updates to make sure it continues to support your recruitment activities and gives candidates the best route to securing a job in the NHS.

User research will continue with recruiters and candidates after the service has gone live. As your needs and usage change, we will feed that information into the development team to be assessed and prioritised. It will inform an ongoing process of updates and enhancements so NHS Jobs is fit for purpose now and in the future.

If you'd like to take part in our research please get in touch via

[nhsbsa.nhsjobsur@nhs.net](mailto:nhsbsa.nhsjobsur@nhs.net)



## The NHS Business Services Authority

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**The NHS Business Services Authority (NHSBSA) is an Arm's Length Body of the Department of Health and Social Care. Experts in managing healthcare information at scale, we oversee £35 billion of NHS expenditure annually delivering a range of national services. As a forward-thinking, responsive organisation, we're aligned with the Government's national agenda on health and social care, the NHS Long Term Plan and the NHS People Plan 2020-21, and we're committed to working with partners to support the wider health and social care system.**

At the NHSBSA, we're responsible for NHS Jobs, and really excited to take on the opportunity to transform the NHS Jobs service. We have a proven record in digital transformation.

The NHSBSA delivers a range of NHS Workforce Services such as NHS Jobs, ESR, HR Shared Services and NHS Pensions. By bringing together these services, the NHSBSA will share learning, innovation and best practice across the services, creating a truly comprehensive 'hire to retire' service for the NHS.

Do you want to get involved? Do you want to help us develop the new NHS Jobs? Let us know and get in touch at [nhsbsa.nhsjobs@nhsbsa.nhs.uk](mailto:nhsbsa.nhsjobs@nhsbsa.nhs.uk).



## Find out more:



Visit our website: [www.nhsbsa.nhs.uk/nhs-jobs](http://www.nhsbsa.nhs.uk/nhs-jobs)



Follow our blog: <https://blog.nhsbsa.net/category/nhs-jobs/>



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NHS Business Services Authority