

[Email not displaying correctly? View it in your browser.](#)

November 2020



In this edition, find out about the 'We are the NHS' campaign, join us in celebrating the Year of the Nurse and Midwife, learn about the changes coming to reporting and the new flexible working options for vacancies.

Did you know?

In October there were...



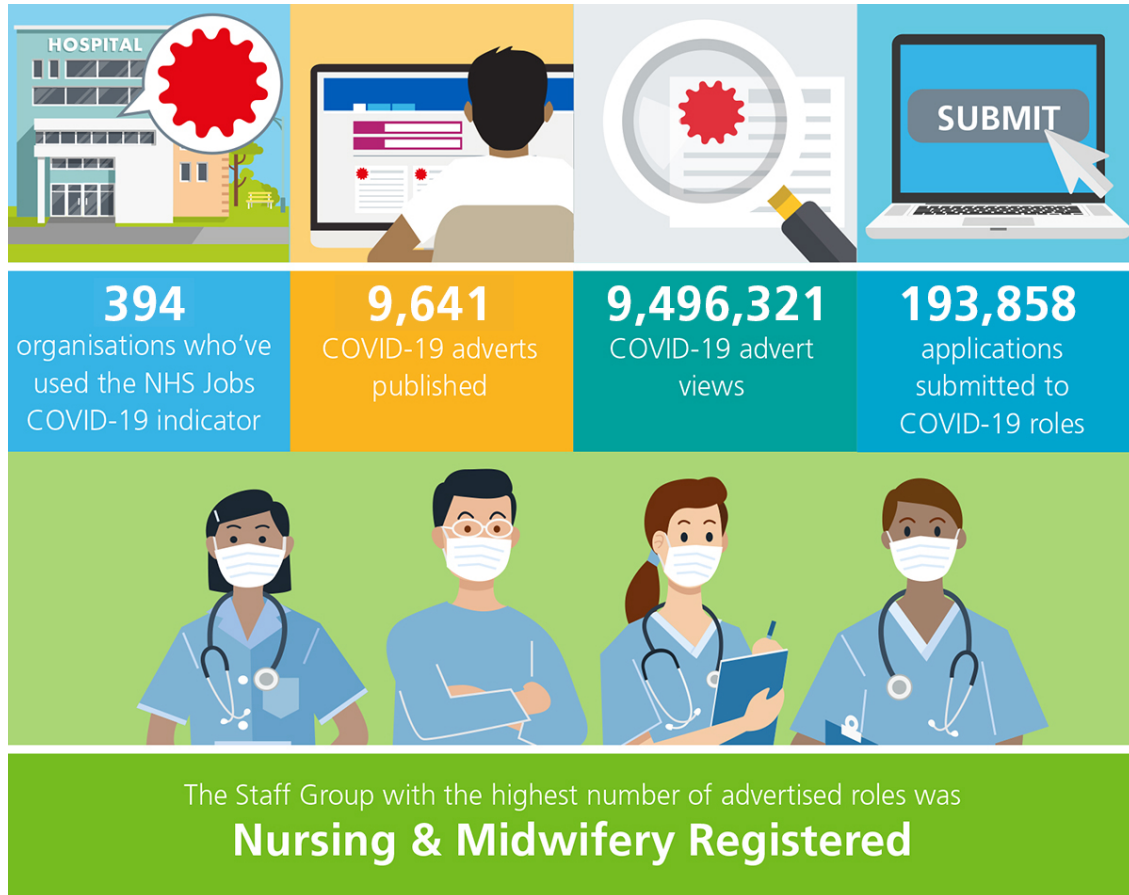
...on NHS Jobs

NHS Jobs COVID-19 indicator tool

As you know, at the start of the year in response to the coronavirus (COVID-19) pandemic, [NHS Jobs launched the COVID-19 Indicator tool](#), which allows applicants to search and filter for [roles related to COVID-19](#) and also allows employers to flag new and existing vacancies as COVID-19 related. The

COVID-19 indicator is still available and is being used regularly to ensure critical COVID-19 related vacancies are more prominent within NHS Jobs.

Since the indicator was launched in March 2020, it has been used to flag 9,641 adverts as COVID-19 specific which attracted almost 9.5 million advert views and over 193,000 submitted applications.



[You can find out more here about using the tool to flag your vacancies as COVID-19 specific.](#)

New flexible working options on NHS Jobs

Employers advertising vacancies may notice some changes when entering information about a job's working pattern when using the new NHS Jobs service to create their adverts.

From early December, the new service's 'What's the working pattern?' screen will no longer have a field to enter hours and sessions. This will provide more flexibility around advertising multiple working patterns. When an advert is published, applicants will no longer be able to view the job with a set amount of hours. Employers can however add any further information about hours to the 'create job overview' box when creating the job advert.

Below, on the left, is what the current 'What's the working pattern?' box looks like, and to the right is what it will look like in the new service:

Create a job advert

What's the working pattern?

Working pattern test **DRAFT**

Reference no: D0944-20-5889

Working pattern

☒ Full-time

☐ Part-time

☐ Job share

☐ Flexible working

☐ Home or remote working

☐ Compressed hours

☐ Term time hours

☐ Annualised hours

Number of hours or sessions a week

1 hours a week

Contract duration

days

Save and continue

[Save and come back later](#)

Create a job advert

What's the working pattern?

Healthcare Assistant **DRAFT**

Reference no: PQWE-07-982

▼ **More details about working pattern**

If you would like to include further information about the job's working pattern in the advert, you can enter this when you come to create the job overview.

Working pattern

☐ Full-time

☐ Part-time

☐ Job share

☐ Flexible working

☐ Home or remote working

☐ Compressed hours

☐ Term time hours

☐ Annualised hours

Contract duration

days

Save and continue

[Save and come back later](#)

The changes were introduced within the current NHS Jobs service in early September in light of the '[We Are the NHS: People Plan for 2020/21 – action for us all](#)'. NHS England and NHS Improvement have been working closely with the NHSBSA to ensure that the future service makes it easier for organisations to consider flexible working options at the point of advertising a role.

Flexible working is becoming a more popular option for potential employees, especially in the last year due to the COVID-19 pandemic. By enabling a more transparent approach to flexibility, we hope this will drive more compassionate and open conversations about the potential to work flexibly within the NHS.

We are the NHS campaign



NHS Jobs are supporting NHS England & Improvement on the latest 'We are the NHS' campaign, which launched on 11 November. The campaign focuses on increasing the number of Healthcare Support Workers in the NHS by providing insight on the types of roles available, training and support and live vacancies listed on NHS Jobs.

There are over 30 types of Healthcare Support roles, including Healthcare Assistant, Maternity Support Worker and Physiotherapy Assistant. The campaign aims to increase the number of people in these crucial supporting roles over the winter period and beyond.

To support the campaign, NHS Jobs have added tracking capability on the candidate site. If candidates choose to opt in, detailed, real-time usage information will be gained to help assess the success of the campaign and inform future campaign activity.

If you are currently advertising a healthcare support role via NHS Jobs, your vacancy is likely to receive more interest as the campaign is designed to direct people into NHS Jobs to search and apply for live vacancies. If you're thinking about recruiting for a healthcare support role, now's the perfect time. [Find out more about the We are the NHS campaign here.](#)

International Year of the Nurse and Midwife

2020 is Florence Nightingale's bicentennial year, designated by the World Health Organisation as the first ever international [Year of the Nurse and Midwife](#). Nurses and midwives make up the largest numbers of the NHS workforce and they are highly skilled, multi-faceted professionals from a host of backgrounds that represent our diverse communities.

In the last twelve months, there has been 116,652 nursing and midwifery vacancies published on NHS Jobs, which represents 34% of all vacancies published on NHS Jobs during this time. We also had jobseekers from 37 different countries search for nursing and midwifery roles on NHS Jobs, with the furthest country away being Australia.



You can find out more about careers in [nursing](#) and [midwifery](#) on the [NHS Health Careers website](#), or search for roles on [NHS Jobs](#) today.

NHS Jobs training and support

As we continue to develop the new NHS Jobs service, we're always updating and improving the training and support resources available for both candidates and employers.

Are you an employer using the new NHS Jobs service to advertise your vacancies? Are you keeping up to date with new functionality? You can now find training for:



Managing supporting documents

Learn how to manage [supporting documents](#) ([YouTube video](#)) when making an offer to successful applicants. For example, you could add:

- an organisation structure
- an organisation benefits pack

Managing contract templates

Learn how to manage [contract templates](#) ([YouTube video](#)) when issuing a contract to successful applicants. There are four types of template to choose from:

- an addendum to an existing contract
- a contract of employment

If supporting documents are added, these resources can be used by other users with the correct role and permissions.

- an internal secondment
- an external secondment

You can add your own information and your organisation's T&Cs to a template.

You can find more [help and support for employers](#) here. You can also [click here to let us know what you think](#) of the NHS Jobs training and support resources and what you'd like to see more of.

Immigration Health Surcharge

As an NHS employer, have you, your colleagues or staff paid the [Immigration Health Surcharge](#)? You may be able to claim the money back.

Applicants must be working for at least 16 hours per week in the health and care sector. This could be in hospitals, GP practices, care homes and community healthcare facilities.

Reimbursement payments are processed in six-month installments in arrears. Eligible applicants can now [apply online](#) and [find out more about the scheme](#).

Changes to reporting

As you know, NHS Jobs is changing and this means the reporting functionality will change too. We know how important it is for our users that we get the reporting functionality right, and based on our user research and analytics of the current NHS Jobs service, we have identified the reports that are used the most frequently. These reports will be made available straight away in the new NHS Jobs service.

Although you might access them in a slightly different way, for those that use reports in the current service, the new reports will look familiar and we're already being told they are user friendly and easy to understand.

But we don't want to stop there. We want to take time to work with you to understand what other reporting needs you have, so that we're able to continuously improve and build the reporting functionality that works for you.



If you're interested in talking to us about the reporting functionality then please speak to the [Stakeholder Engagement Lead for your region](#).

Engagement team: Mindful of winter challenges

As the roll-out of the new NHS Jobs service continues, so does the engagement team's conversations with organisations to make sure they're kept up-to-date about progress, timings and new developments.

As we move through autumn and into winter, we know that you are not only facing the challenges of winter pressures but also the additional challenges that come with an increase in COVID-19 cases. We understand that this means for many of you, an already busy time of year comes with even more demands, so talking to the engagement team about the new NHS Jobs service may have to take a backseat.

Whilst we still need to make progress where we can and want to keep you informed, we are mindful of the additional workload you may be facing. If we do get in touch and you aren't able to spare the time due to these increased pressures, please let us know. A brief email will be enough and we can take a step back and give you some time to focus on your immediate priorities. When the situation eases, we can pick up our conversations to make sure you're aware of what's happened and what's to come.

We are always happy to talk to you, so don't hesitate to get in touch with [your stakeholder engagement lead](#) if you have questions about the progress of the new NHS Jobs service.

Optimisation team update

The Optimisation Implementation team have now successfully onboarded over 5,060 organisations to the new NHS Jobs service since January 2020.

We are continuing to onboard organisations that use a third party Applicant Tracking System (ATS) to the new NHS Jobs Service. Our team will continue to

contact ATS users over the coming months to plan your transition to the new NHS Jobs service. [Click here to meet the team.](#)

Transition to the new NHS Jobs service



Talk to us

Click the button above to get in touch and tell us about your experience using NHS Jobs.

Thanks for reading

Do you know someone who would like to subscribe to this newsletter?
They can [join our mailing list here](#).

Don't forget to follow us on Twitter - search for [@NHS_Jobs](#)



Copyright © NHS Business Services Authority. All rights reserved.

Our mailing address is:

Stella House, Goldcrest Way, Newcastle Upon Tyne, NE15 8NY

Want to change how you receive these emails?
You can update your preferences or unsubscribe from this list.