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April 2021



Business Services Authority

Your NHS Jobs newsletter

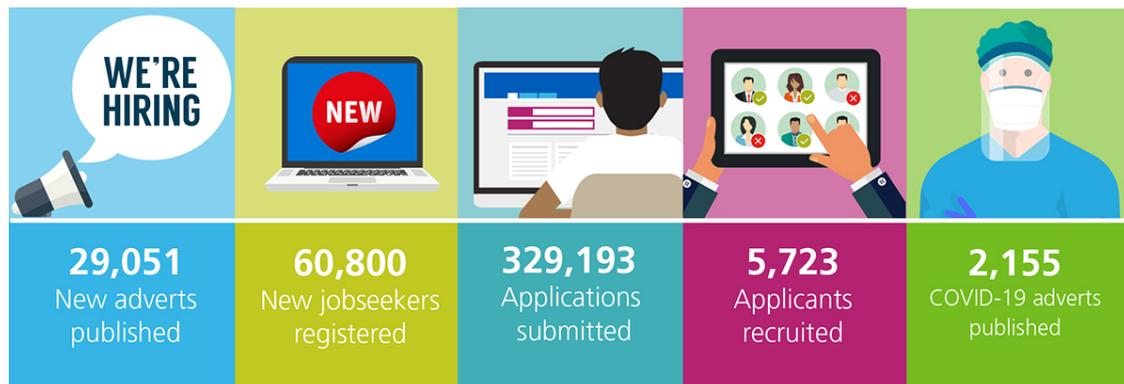


NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition, hear from our private beta partners about their experience using NHS Jobs, learn about changes to safeguarding questions, find out about getting apprenticeship vacancies published on Find a Job and get updates from our recent Stakeholder Engagement events.

Did you know?

In March there were...



...on NHS Jobs

How user feedback is shaping NHS Jobs

As you know, we're building a brand-new NHS Jobs service based on user feedback. By placing the user at heart of its development, it's our users' needs and wants which help drive the design and build of the service.

We have been working closely with 15 organisations, including [Alder Hey](#), [The Christie](#) and [North West Ambulance Service](#), to ensure that the functionality we have developed is right for you, the user. These organisations - our private beta partners - have now advertised over 40 vacancies on the new service and have provided us with insight, feedback, and questions to consider along every step in the recruitment journey.

Based on private beta partner feedback, we have made the following changes:

- Improved the search functionality for positions when creating a vacancy linked to ESR
- Improved the format of scoring applicants
- Added the ability to change the advertised job title when using an ESR position



You can find out more about our private beta partners' experiences in [our case studies here](#).

ESR supporting the transition to the new NHS Jobs

NHS Jobs have been working alongside [ESR \(Electronic Staff Record\)](#) to support nearly 150 large NHS organisations to move from the current NHS Jobs to the new service, which will commence in May 2021.

Once transitioned, NHS organisations will be able to take advantage of the new recruitment capabilities through the enhanced interface process, which links ESR with NHS Jobs. You can find out further details of these changes highlighted in the [September 2020 edition of ESR News](#).

The changes will make recruiting easier and the processes between ESR and

NHS Jobs systems more effective. You can find out more about the enhanced process and how we're working hard to minimise impacts for users in [the ESR April newsletter](#).

You can also read more about the ESR private beta pilot in [our case studies](#).



Apprenticeship vacancies on Find a Job

To satisfy the Resident Labour Market Test (RLMT), vacancies published on NHS Jobs were also sent to the [Find a Job website](#). The RLMT is no longer required, however we are continuing to provide Find a Job with vacancies published on NHS Jobs. Continuing to do this will ensure that we continue to provide you with the same level of applicant reach that you had when the RLMT was required.

Find a Job will accept all vacancies that meet their Terms and Conditions of Use and will reject anything that doesn't. **Recently we've seen a number of apprenticeship roles being rejected.**

If you're posting a vacancy for an apprentice and want to ensure it is also published via Find a Job, please ensure you include the following information in your job description:

- The word 'apprentice' or 'apprenticeship' in the job title
- The qualification the apprentice will work towards
- The length of the apprenticeship
- The name of the employer

Changes to safeguarding questions

Following a change in legislation which came into effect last year, we're making

changes to questions presented to employers, and those asked of applicants, about criminal convictions and cautions. The questions are based on model declaration forms A&B produced by NHS Employers.

Currently, when a recruiter advertises a vacancy, all applicants using the current service are asked the following questions:

- “Do you have any unspent convictions as outlined in the Rehabilitation of Offenders Act 1974?”
- “Do you have any unspent cautions, reprimands or final warnings as outlined in the Rehabilitation of Offenders Act 1974?”

A recruiter can also ask additional application form questions if a DBS is required for the role; applicants using the current service for those roles are then asked:

- “Do you have any convictions that are not protected (i.e. eligible for filtering) as outlined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) (the Exceptions Order)?”
- “Do you have any cautions, reprimands or final warnings that are not protected (i.e. eligible for filtering) as outlined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) (the Exceptions Order)?”

The new legislation removes the requirement to ask about reprimands and final warnings, and we will also be able to combine the questions to make it easier for applicants and employers. We also need to only present one question to applicants, removing the duplication which exists in the current process when asking additional application questions.

Stakeholder Engagement team update

As part of the NHS Jobs Stakeholder Engagement Team's work to keep NHS Trusts and organisations who recruit in large volumes through NHS Jobs informed, we're running a rolling schedule of online sessions.

In March, sessions for those in London, the South East, South West and East of England were told about a project update, which covered the latest functionality, improvements and progress with onboarding activity. We welcomed 92 attendees representing 44 organisations, and many completed

our quick questionnaire telling us what they found useful and what they wanted more of.

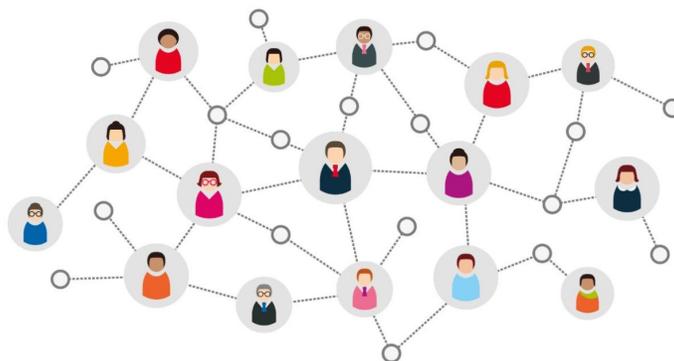
We received great feedback from attendees, including:

“Well done NHS Jobs team - appreciate the support” - East of England attendee

“Thanks, very interesting presentation and update” - London event attendee

The results showed that most were keen for further functionality details, live demonstrations, and progress on the reports we're delivering. For those yet to move onto the new service, details about timings and planning were also amongst their priorities. When asked about future events, suggestions included dedicated sessions for ATS users and networking groups to share best practice, which we'll be exploring so we can deliver content that meet your needs.

We're continuing to hold these regular sessions in addition to conversations we're having with stakeholders directly, specific to their organisation. To find out more about getting involved, you can contact the Stakeholder Engagement Lead for your area [The NHS Jobs Engagement team | NHSBSA](#)



Optimisation team update

As the Optimisation Team continues to support organisations with their migration onto the new NHS Jobs Service, we are working together with Trusts and CCGs to help them prepare.

We're recommending that recruitment teams carry out a review of the historic

content that is currently in their NHS Jobs accounts to get the most up to date and accurate picture of any outstanding recruitment activity.

You can do this by:

- Archiving all vacancies that have closed where recruitment has been completed
- Reviewing your users: deactivate or delete users that no longer require access to NHS Jobs



Please get in touch with us at nhsbsa.nhsjobs@nhsbsa.nhs.uk if you need any additional advice on how to carry out this review.

Training and support resources

We've published a range of information and resources to support employers with the new NHS Jobs service, [which you can find here](#).

There's a library of training guides, which include topics such as [how to use the employer dashboard in NHS Jobs](#) and [how to set up key performance indicators \(KPIs\) in NHS Jobs](#).

We also have a number of training videos, such as the following, which guides you through using the employer dashboard:

We appreciate your feedback on the help and support resources available and would like to know if there's anything else we can provide that would improve your experience using NHS Jobs. Let us know what you think by emailing nhsbsa.nhsjobs@nhsbsa.nhs.uk

We're available Monday to Friday between 8am - 6pm and Saturday between 9am - 3pm (except Bank Holidays including Christmas Day, Boxing Day and New Year's Day).

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?
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