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August 2021



Business Services Authority

Your NHS Jobs newsletter



NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition, find out about changes to allow vacancies to display more than one location, important changes to immigration status flagging and updates from Stakeholder Engagement.

Did you know?

In July there were...



...on NHS Jobs



West London NHS Trust enjoy new partnership

The Implementation Team have been enjoying a really beneficial Private Beta Partner relationship with West London NHS Trust, a large London Trac user with complex needs, serving as a mental health Trust in the community.

West London was identified by the Stakeholder Engagement team as an ideal Private Beta Partner, who were specifically eager to give feedback on the dashboard search and departments functionality.

Recruitment Team Leader, Vaneeta Brown, said: "The support from the Implementation Team was fantastic and timely. The advert layout is easier to read, and the direct apply functionality has created time and efficiency savings".

The pilot went live in June 2021, running for six weeks, with West London NHS Trust posting almost 200 vacancies onto the new NHS Jobs service.

"It's so much quicker and easier to use, the vacancy template is very useful; we circulated it to our managers and put it on our website. It helped to familiarise the managers to post adverts in the new service" said Vaneeta.

Improvements to functionality

Multiple Locations

We are making changes in the current service in order to release new functionality allowing jobs on both the current and future service to display multiple locations for each vacancy.

As well as recruiters being able to list more than one location on an advert, candidates will be able to search for more than one location.

We are looking to release these changes on or around 16 September 2021.

Important notice to System Administrators and Super Users

Ensure the integrity and compliance of your organisation's NHS Jobs Account

As a System Administrator or Super User, you are responsible for managing and maintaining user access, including setting up user accounts.

Did you know, you can nominate alternate System Administrators/Super Users who can act as a back-up should the primary System Administrator/Super User be unavailable?

The number of System Administrators or Super Users is limited to 3 per organisation and require your organisation's email domain address or the email domain address. For security reasons personal email addresses are not permitted. In the new service, if you're an Executive agency, Health Board or Trust, a maximum of 7 Super Users will be allowed.

System Administrators and Super Users offer first line support to users within your Organisation. The NHS Jobs help desk will support System Administrators or Super Users with queries when required however for security reasons we will only provide support to designated System Administrators or Super Users and alternate System Administrators/Super Users.

As a System Administrator/Super User, you are responsible for ensuring that the user accounts are reviewed and, where necessary, deleted on an annual basis, however you don't have to wait until the next review to do this.

Your NHS Jobs Access Agreement explains that employer organisations (and any related organisations granted secondary access in current service), are responsible for compliance all times with Data Protection Legislation. If you

allow unauthorised access to people who should no longer have access to your NHS Jobs account, you are endorsing their access to personal information, the security of which, candidates have entrusted to your organisation. This constitutes a breach of your NHS Jobs access agreement.

In addition to the consequences of failure to comply with Data Protection Legislation, in this instance, System Administrators/Super Users would be also responsible for reporting the security incident via your organisation's reporting processes.

Help us to help you

Help us to help you ensure people who no longer work for your organisation; or who have changed roles do not have access to personal information they shouldn't have. We'd encourage you to do this as soon as you know about any changes to your organisation's System Administrator/Super User roles to maintain the integrity of your organisation's NHS Jobs Account.

Thank you for your assistance.

A quick review: Stakeholder Engagement activity in Q1

With quarter one of 2021/2022 behind us, it's time for a quick summary of the Stakeholder Engagement Team's activity with our key stakeholders.

We work with NHS Trusts in England, NHS Wales, national NHS organisations and other high profile and high-volume recruiters such as Commissioning Support Units.

In the first quarter we worked closely with large end-to-end organisations to prepare them for their on-boarding journey with the implementation team. Most organisations have started the initial conversations and we're making good progress. We've agreed to give those of you with external pressures (staff

capacity, increases in workload) more space to focus on your immediate demands and will reach out again later in the year to check-in.

Our monthly online updates continued across all the regions and attendance has been good; your feedback from these sessions is informing our content for those we're running now and into the future.

Our fantastic private beta partners continued with their sterling support; one trust hiring two more members of staff through the service, and another having published 20 vacancies during their time as a partner. Their continued support has been fundamental to our ongoing delivery of NHS Jobs.

To find out more about the work of NHS Jobs' Stakeholder Engagement Team, visit: <https://www.nhsbsa.nhs.uk/nhs-jobs-engagement-team>

New NHS Jobs service



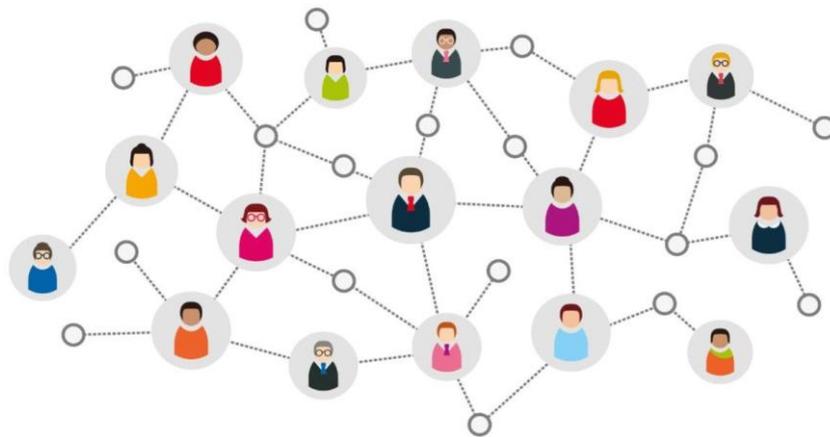
Immigration status flags and the recruitment process

In the new NHS Jobs Service, the earliest point you are able highlight or flag the immigration status or Right To Work information of applicants with employers is after interview and when the offer of appointment is being considered.

This is to avoid putting the service or users at risk of direct or indirect discrimination claims.

This decision has been made in consultation with NHS Employers and is a permanent change which has been taken following legal advice.

For further information please see [NHS Employers' advice on avoiding discrimination](#) or [Employment check FAQs](#).



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