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September 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 flexible working on listings, support sessions for Primary Care Network and GPs and a Privacy Notice reminder for users of the current service.

Did you know?

In August there were...



...on NHS Jobs



Flexible working in the NHS

Contractual changes took effect on 13 September 2021 in England and Wales, to support and facilitate a cultural change to ensure flexible working is available to all NHS staff. The NHS Staff Council, on behalf of NHS trade unions and employers, jointly agreed revisions to Section 33 of the NHS terms and conditions of service handbook, which now includes a new day one right to request flexible working.

As set out in the [NHS People Plan](#), the NHS needs to be bold and commit to offering more flexible, varied roles and opportunities for different types of flexible working. The NHS Jobs team has worked collaboratively with the Staff Engagement and Experience People Directorate of NHS England and NHS Improvement, to look at changes in the vacancy creation journey that would encourage the advertisement of vacancies with more flexibility.

In April 2020 changes were made to the vacancy creation journey to replace a free text working pattern field, to a **multiselect** field with agreed range of working patterns. In doing so, we were able to give job seekers the ability to search for vacancies by a working pattern type.

Create a job advert

What's the working pattern?

Multiple Working Patterns **DRAFT**

Reference no: A0090-21-4633

▶ [More details about the working pattern](#)

Working pattern

- Full-time
- Part-time
- Job share
- Flexible working
- Home or remote working
- Compressed hours
- Term time hours
- Annualised hours

[Save and continue](#)

[Save and come back later](#)

Since this change, the inclusion of flexible working options in vacancies has increased from 8.4% in October 2020 to 14.6% in August 2021.

We hope the changes made to the NHS terms and conditions of service handbook [Right to request flexible working](#) will encourage more employers to take advantage of the multiple working pattern selection in your vacancy creation journey.

Flexible working is about more than just retention. It can unlock new opportunities and contribute to people's mental health, wellbeing and engagement with their role, and we know that in the NHS more engaged staff leads to better patient care.

NHS Jobs Stakeholder Engagement: GP and Primary Care Network sessions

The Stakeholder Engagement Team work mainly with dedicated recruitment teams in larger organisations across England and Wales and we're also going to run some initial sessions with representatives from GPs and Primary Care Networks to support and inform your NHS Jobs experiences.

At these sessions we'll:

- Quickly summarise new features and functions you might find useful.
- Share some trends we've observed from your usage so far.
- Signpost you to our extensive and easy-to-use range of self-help support materials (including videos, user guides and Knowledge Base articles).

There are over 5,000 GP practices using NHS Jobs to recruit so we'll be running these first sessions in October.

To manage numbers, so that those who attend have a good experience, we'll be inviting people directly. If participants find the sessions useful and there is an appetite for more, we'll share more details about further sessions.

To find out more about us visit our [NHS Jobs Stakeholder Engagement Team web page](#).

New NHS Jobs service



Help and support for employers

[Frequently asked questions](#)

We've published a range of questions and answers to support employers with the new NHS Jobs service.

[User guides and videos](#)

We've published a range of steps by step user guides and videos to support employers with the new NHS Jobs service.

Current NHS Jobs service



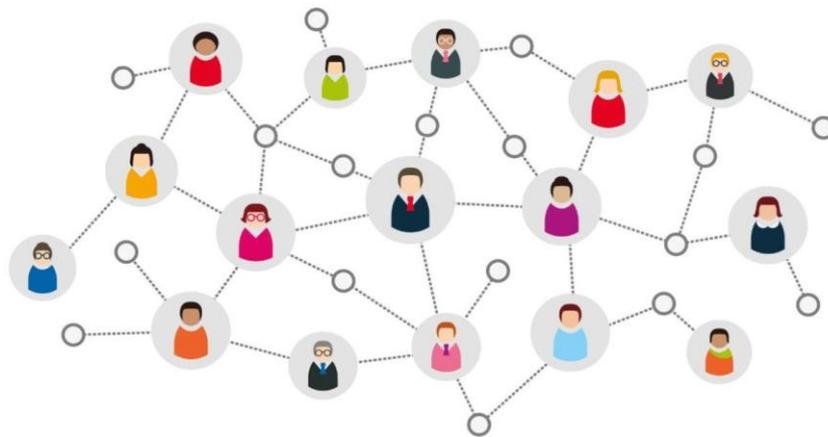
Privacy Notice requirements

As you prepare for your onboarding journey to the new NHS Jobs service, we will be asking you for a link to your organisation's Recruitment Privacy Notice.

Organisations are required to have a Privacy Notice due to the change in legislation which was brought in with GDPR 2018. By providing a Privacy Notice, your prospective applicants will be made aware of how their data will be handled as well as their rights, at the point of applying for vacancies within your organisation.

It is important that your notice is posted on the web and has its own URL. Publishing your Privacy Notice online will save you time and effort as you'll only have one document to revise in the event of changes, and it will also help our Implementation Team to process your account opening form much quicker.

If you do not currently have a Privacy Notice, you will need to create one. We recommend that you read the guidance on the [ICO website](#), where a template Privacy Notice can also be found.



[Talk to us](#)

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Thanks for reading

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