

How to manage departments in NHS Jobs user guide

This guide gives you instructions for how to manage departments in the NHS Jobs service.

You can create a department and add users from your organisations account. Once a user is added, they can view their own tasks and the tasks for the department.

To add a department, you'll:

- choose a name
- add users to it

To manage departments, you can:

- add a department
- delete a department
- add a user to a department
- remove a user from a department

Only a 'Super user' can manage departments.

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Departments

This page gives you instructions for how to manage departments.

Important: Only a 'Super user' can create and delete departments and add and remove users.

To view your departments, complete the following step:

1. Select the '[Departments](#)' link.

The screenshot shows the NHS Business Services Authority Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below the header, it says 'Signed in as NHS BSA Training' and 'Sign Out'. A yellow banner below the header contains a BETA notice: 'Your feedback will help us to improve this service.' and a message about the new NHS Jobs website being unavailable every Thursday from 7am to 8am for essential service updates, with a link to 'Read more about why we are doing this.'.

The main content area is titled 'NHS Business Services Authority Dashboard'. It has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, there is a dropdown menu for 'Showing tasks for' set to 'All users'. The dashboard displays a table of task counts by stage:

Stage	Count	Progress
Draft	10 - on track 8, overdue 2	Progress bar (8 green, 2 red)
Approvals	0	Progress bar (0 green)
Published	8	Progress bar (8 green)
Shortlisting	3	Progress bar (3 green)
Interviews	6	Progress bar (6 green)

On the right side of the dashboard, there is a 'What you can do' section with three buttons: 'Create a job listing' (green), 'Search for a listing' (dark grey), and 'Search for an applicant' (dark grey). Below this is a 'Manage the account' section with several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Supporting documents', 'Contract templates', 'Offer letter templates', 'Approval settings', 'Departments' (highlighted with a yellow circle and the number 1), and 'Welsh listings'.

View your departments

This page gives you instructions for how to view your departments.

Important: In this example, you don't have any departments.

To add a new department, complete the following step:

1. Select the '[Add a new department](#)' button.

You're viewing **NHS Training and Support** [Change](#)

NHS Jobs

Signed in as Liam M1 [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Manage account

Manage your departments

When you create a department, all users in it can view their own tasks and the tasks for the department.

1 [Add a new department](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Tip: When you create a department, all users in it can view their own tasks and the tasks for the department.

What is the name of the department?

This page gives you instructions for how to add the name of the department.

To add a name, complete the following step:

1. In the **blank** box, enter the details.
2. Select the [Save](#) button.

You're viewing [NHS Training and Support](#) [Change](#)

NHS Jobs Signed in as Liam M1 [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[Go back](#)

Manage account

What is the name of the department?

1

2 [Save](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Add a user to the department

This page gives you instructions for how to add a user to the department.

To add a user, complete the following step:

1. Select the ['Change name'](#) link (optional).
2. Select the ['Add a user'](#) link.

You're viewing **NHS Training and Support** [Change](#)

NHS Jobs Signed in as Liam M1 [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Manage account

Manage your departments

When you create a department, all users in it can view their own tasks and the tasks for the department.

NHS Jobs Training and Support 1 [Change name](#)

2 [Add a user to the NHS Jobs Training and Support department](#)

[Add a new department](#) [Delete a department](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Who do you want to add to your department?

This page gives you instructions for how to add a user to your department.

To select a user, complete the following steps:

1. Select a user.
2. Select the [Save](#) button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and the text 'Jobs'. On the right side of the header, it says 'You're viewing NHS BSA Training', 'Signed in as', and 'Sign Out'. Below the header, there is a yellow banner with the text 'BETA Your feedback will help us to improve this service.' and a message about service updates: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)'

The main content area has a light blue background. It starts with a '< Go back' link. Below that, it says 'Manage account' and 'Who do you want to add to the NHS Jobs Training and Support department?'. There is a list of users with a '1' in a yellow circle next to a checkbox. The first user is 'John Doe' with the role 'Administrator'. Below the list, there is a link 'The person I want is not on the list' with a dropdown arrow. Underneath this link, it says 'To get someone added to the list you need to contact a superuser for your organisation.' At the bottom of the list, there is a '2' in a yellow circle next to a green 'Save' button.

The footer is a grey bar with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the right side of the footer, it says '© Crown copyright'.

Tip: If the user isn't shown, select 'The person I want is not on the list' link for more information.

Manage your departments

This page gives you instructions for how to manage your departments.

Important: If you remove a user, you can re-add them. If you delete a department, you'll not be able to recover the details.

To remove a user, add or delete a department, complete the following steps:

1. Select the ['Remove'](#) link (optional).
2. Select the ['Add a new department'](#) button (optional).
3. Select the ['Delete a department'](#) button (optional).

The screenshot shows the 'Manage your departments' page in the NHS Jobs system. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there's a 'BETA' notice: 'Your feedback will help us to improve this service.' A yellow banner states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a '< Go back' link and a 'Manage account' section. The title is 'Manage your departments'. Below the title, it says: 'When you create a department, all users in it can view their own tasks and the tasks for the department.' There's a section for 'NHS Jobs Training and Support' with a 'Change name' link. Below that, a user 'Joe Bloggs' is listed with a '1 Remove' link. A link says 'Add a user to the NHS Jobs Training and Support department'. At the bottom, there are two buttons: '2 Add a new department' (green) and '3 Delete a department' (dark grey). The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with '© Crown copyright'.

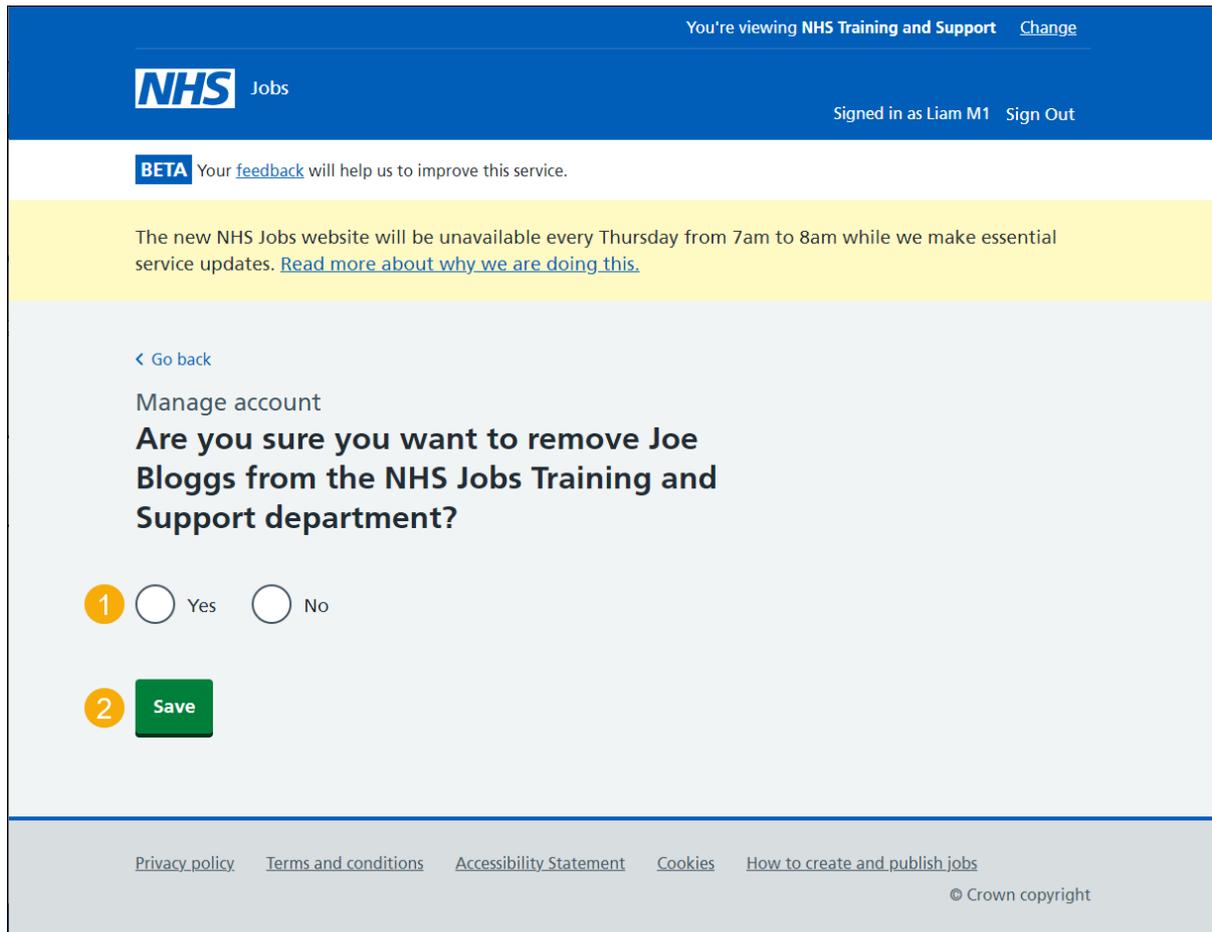
You've reached the end of this user guide if you don't want to remove a user, add or delete a department.

Are you sure you want to remove the user?

This page gives you instructions for how to confirm if you want to remove the user.

To confirm if you want to remove the user, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save’ button.



The screenshot shows the NHS Jobs Training and Support interface. At the top, it says "You're viewing NHS Training and Support" with a "Change" link. The NHS logo and "Jobs" are on the left, and "Signed in as Liam M1 Sign Out" is on the right. A blue banner with "BETA" and "Your feedback will help us to improve this service." is present. A yellow banner below it states: "The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)"

The main content area has a "Go back" link and "Manage account" text. The primary heading is "Are you sure you want to remove Joe Bloggs from the NHS Jobs Training and Support department?". Below this, there are two radio buttons: "1 Yes" and "No". A "2 Save" button is positioned below the radio buttons.

The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with the text "© Crown copyright".

You've reached the end of this user guide as you've removed the user.

Are you sure you want to delete the department?

This page gives you instructions for how to confirm if you want to delete the department.

To confirm if you want to delete the department, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save’ button.

The screenshot shows a web interface for deleting a department. At the top, there is a blue header with the text "You're viewing NHS Training and Support" and a "Change" link. Below this is the NHS logo and "Jobs" text, along with "Signed in as Liam M1" and a "Sign Out" link. A blue banner with "BETA" indicates that feedback will help improve the service. A yellow banner below that states that the new NHS Jobs website will be unavailable every Thursday from 7am to 8am for essential service updates, with a link to read more. The main content area has a "Go back" link and "Manage account" text. The central heading is "Are you sure you want to delete the NHS Jobs Training and Support department?". Below this are two radio button options: "1 Yes" and "No". A green "2 Save" button is positioned below the radio buttons. At the bottom, there is a footer with links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", followed by "© Crown copyright".

You've reached the end of this user guide as you've deleted the department.