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December 2021



Business Services Authority

Your NHS Jobs newsletter



NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition; flexible working in the NHS, maximising interest in your vacancies and the latest releases.

Did you know?

In November there were...



...on NHS Jobs

NHS Jobs feature releases



Content improvements to the 'create your job advert' page
We've improved the content on the job description and person specification page, based on user feedback.



Pre-employment checks: Improvements to references
We've improved the references section of the pre-employment checks. The references section will display statuses of 'Not started', 'Started', 'Completed' and 'Not required', depending on the progress.



Reporting
Super users and recruitment administrators can now run reports. We've released several different report types.



'Applicants you've offered the job to' improvements
We've improved the page called 'Applicants you've offered the job to', based on user feedback.

[CLICK HERE FOR ALL RELEASE INFORMATION](#)

Information for all NHS Jobs users



Improvements to functionality: Multiple locations

In August we told you that we were making changes in the current service to allow jobs on both the current and future service to display multiple locations for each vacancy.

We're pleased to tell you that this functionality is now fully released. This means that job adverts are easier to find, as now:

- Recruiters can list up to ten individual locations on an advert in the new NHS Jobs service
- All locations added are clearly visible to candidates on the advert in the new NHS Jobs service
- If a candidate searches by job reference or job title in the current NHS Jobs service, all locations added to an advert now show in the search results
- If a candidate searches geographically in the current NHS Jobs service, all locations in that area which were added to an advert now show in the NHS Jobs service

You may notice that adverts which are based at more than one location are marked with a new symbol in the search results in the current NHS Jobs service.



This symbol is to help candidates and recruiters easily identify these adverts. When a user hovers their mouse over the symbol some guide text tells them that the vacancy is available in multiple locations and may be repeated in the search results.

NHS Jobs working with Health Education England

The Stakeholder Engagement Team works with a number of partner organisations to share the progress of the new service and support recruitment initiatives and programmes.

Recently we've been talking to Health Education England about their Talent for Care and Widening Participation initiatives where they have been working with The Prince's Trust to support, recruit and train young people who are interested in pursuing a career in healthcare.

As part of this initiative the Prince's Trust commissioned a toolkit with input from Health Education England, NHS England and NHS Improvement, NHS Employers, Skills for Care, NHS organisations and young people who have found employment in the sector with the support of The Prince's Trust. The toolkit is aimed at employers and managers with responsibility for recruitment and retention activity; it contains advice, tools and resources that will help attract and recruit young people and support them to stay in their roles.

The [Stakeholder Engagement Team](#) will be sharing this in their monthly events in the new year but if you would like to explore more in the meantime visit [Recruit and retain young people](#).

New NHS Jobs service



Flexible working in the NHS

The People Plan announced the ambition that employers should be open to all clinical and non-clinical permanent roles being flexible. Changes were made to

the NHS Terms and Conditions which came into effect on 13 September 2021 which supported this, stating: *‘When advertising any job, employing organisations will need to consider how they promote the right to request flexibility from day one and the availability of flexible working options.’*

NHS Jobs has been working with the National Flexible Working Team to ensure that this is supported by the creation of simple tick boxes that organisations can use to identify the types of flexible working that might be available to each role. Those flexible working options are then shown on the listing, and are searchable by applicants.

Create a job advert

Change the working pattern

Multiple Working Patterns **PUBLISHED**

Reference no: A0090-21-4633

[▼ More details about the 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

Change and Continue

We encourage all NHS organisations to ask your recruiting managers about flexible working when agreeing a role to be advertised.

NHS England and NHS Improvement are encouraging organisations to set a target of **25%** of roles being advertised using clear flexible working options in the first instance. This currently stands at a national average of **17%**. Since introducing the changes in NHS Jobs, we are seeing an increase month on month.

	Flexible %	Non-Flexible %
Jan-21	10.50%	89.50%
Feb-21	10.20%	89.80%
Mar-21	11.00%	89.00%
Apr-21	11.40%	88.60%
May-21	12.20%	87.80%
Jun-21	13.00%	87.00%
Jul-21	13.80%	86.20%
Aug-21	14.60%	85.40%
Sep-21	14.40%	85.60%
Oct-21	15.50%	84.50%
Nov-21	16.79%	83.21%

You can use the Export of application and listing data report to view the working pattern options being used in your organisation's vacancies.

Maximising interest in your vacancies

Based on our user research, we've found that candidate engagement is higher when job adverts tell potential applicants straight away about the job, the function of the role, and then the team and organisation, to help them decide whether to apply.

Searching for a job is now almost exclusively an online experience, and often through the medium of a portable device such as a mobile or tablet. The new

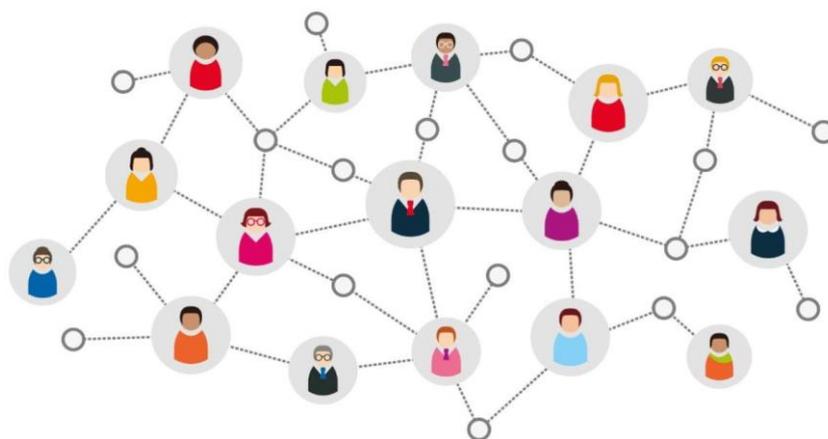
NHS Jobs service has taken this into account and is designed to present your information to candidates to achieve maximum impact.

Your journey to generating interest in your vacancies on the new NHS Jobs service starts with the 'introduce the role' field. Candidates will read this first, so the information you include here should inform, educate, and excite.

Next, candidates will see the information you include in the 'briefly describe the main duties of the role' field. The information you include here will help someone visualise themselves in the job.

The 'give an overview of your organisation' field is your chance to introduce the team, the atmosphere, work ethic, and other benefits of working at your organisation – this could include information which you may have previously included in your headers and footers on the current NHS Jobs service and displays as the 'About Us' section on the job listing view for applicants.

In today's competitive jobs market, busy jobseekers want to make quick yet informed decisions about applying for your vacancies. The thoughtful design of the new NHS Jobs service helps your recruitment teams to create job adverts that grab the attention of jobseekers, boosting engagement and vacancy views, and attracting a higher quality of applicant to your adverts.



[Talk to us](#)

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

Thanks for reading

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