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June 2022



Business Services Authority

Your NHS Jobs newsletter



NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition; deadline for new listings in current service, YouTube channel launched, third-party contact for applicants and more...

Did you know?

In May there were...



...on NHS Jobs

NHS Jobs feature releases

**In 2022
so far:**

9

Employer features
releases



15

Employer CI piece
releases



'Not interviewed' label

We've added a 'Not interviewed' label to the interview management page when an interview did not happen. This will enable users to know whether an applicant has been interviewed or not



'Download interview schedule' button

The 'Download all applications' button has changed to 'Download interview schedule and applications'. Employers can now download the interview schedule including candidate applications.



'At risk applicant' label

'We've added the 'At risk applicant' label to the interview management pages to help users know if an applicant is an at risk or not during the recruitment process.



Group internal reporting changes

Employers can now choose to run the vacancy bulletin report for group internal listings only. Group internal will also be in the 'export of application and listing data' report in the 'advertise type' column.

[CLICK HERE FOR LATEST RELEASE INFORMATION](#)

Information for all NHS Jobs users



Deadline for new listings & closing dates before transition

As we continue to transition from the current NHS Jobs service to the new NHS Jobs service, we are introducing some changes to advert functionality in the current service.

The latest closing date an advert can contain is **31 October 2022**. An error message will appear to advise recruiters, 'This service will be replaced with the new NHS Jobs service. To ensure this transition can happen on time, closing dates later than 31 October 2022 are not permitted'.

It will not be possible to publish adverts after **24 October 2022**. Other workflows from 'Draft', 'Pending approval', etc. will not allow publication and will display a validation error message to explain to recruiters, 'This service will be replaced with the new NHS Jobs service, and it is no longer possible to create new adverts'.

These changes will not affect adverts published in the new NHS Jobs service.

You will also start to see in-service messaging in the current service to raise awareness or for calls to action for employers and/or applicants.

For example, there will be a message displayed prior to vacancy publication stating 'Warning: as we transition to the new NHS Jobs service, no new vacancies can be created on this site from 24 Oct 2022, and it is not possible to have an advert closing date later than 31 Oct 2022. This is to ensure that the transition to the new service can be completed on time and with minimal disruption'.

NHS Jobs launches new YouTube channel

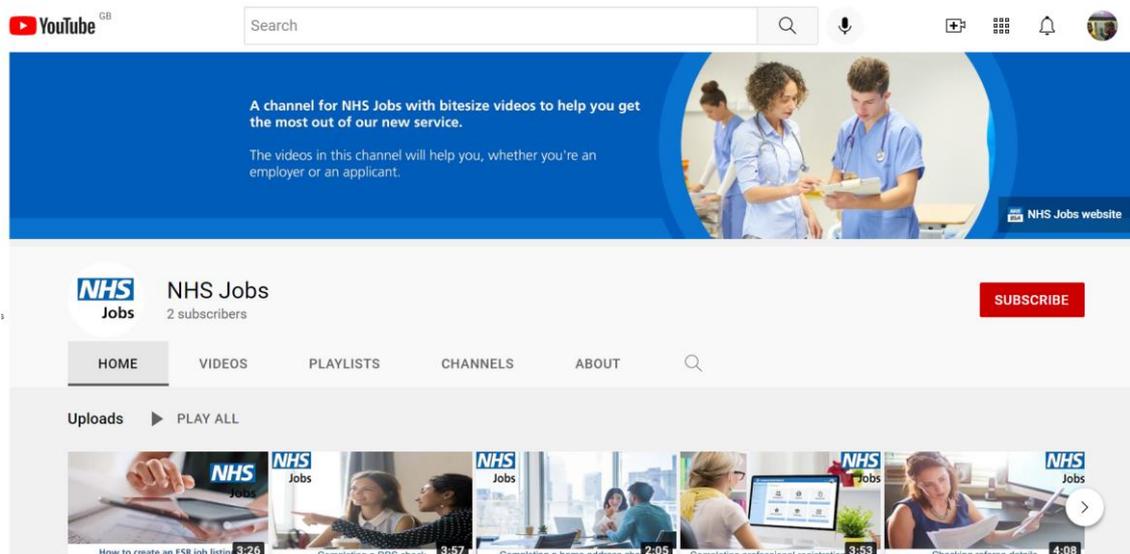
We're delighted to bring you a brand-new dedicated NHS Jobs YouTube channel. We're offering you bitesize videos to help you get the most out of our new service.

You may find applications and processes a little different. The videos in the channel will help you, whether you're an employer or an applicant.

We would like you to:

- Subscribe to our channel to easily find and be notified of newly uploaded videos
- Use the playlists to find related employer and applicant videos and content for key recruitment tasks
- Watch a video to help us know what videos are popular to you
- Like or dislike a video to help us learn what's most appealing to you

Visit our [NHS Jobs YouTube](#) channel now.



Update on third-party system contact

In [last month's newsletter](#) we made you aware of issues surrounding third-party systems, such as Trac, which advertise posts on NHS Jobs, and is causing applicants confusion when needing to get support.

NHS Jobs receives many enquiries from applicants in relation to the vacancy, in regards to the content of the listing, technical issues and general enquiries relating to the role.

As NHS Jobs collects vacancies from across the NHS and wider healthcare system, applicants can see jobs posted directly on NHS Jobs, as well as those posted on a range of other third-party systems pulled through to the platform.

This can cause confusion for applicants in who to contact when they need some information on the listing.

In the first instance we will always advise applicants to contact the employer listing the vacancy, using the contact details within the job advert. If employers see there is a technical issue, the employer Super User should then contact [NHS Jobs directly](#).



Information Governance Officer [Apply for this job](#)

NHS Business Services Authority

The closing date is 26 June 2022

Job summary

We're looking for an organised and motivated Information Governance Officer to join us and play a key role in helping the Information Governance team maintain high standards in relation to handling information and in ensuring information rights of our customers are met within the NHS Business Services Authority (NHSBSA).

The role will be based in the NHSBSA's Security & Information Governance Team located at our Stella House office, Newcastle upon Tyne. In line with our hybrid working policy there is also an opportunity for working from home to be considered providing business needs are met.

For questions about the job, contact:

[\[Redacted\]](#)

[\[Redacted\]](#)

[\[Redacted\]](#)

NHS Business Services Authority

Date posted: 18 Jun 2022

Help & Support: Latest guides and videos

During June, our team have worked to create and update training and support materials, to help and guide you to use the new NHS Jobs service.

Our new and updated user guides:

- How to invite your shortlist to interview
- How to manage interviews
- How to run the vacancy bulletin report

Our new and updated videos:

- How to create a job listing
- How to delete a draft job listing
- How to remove a job listing
- How to manage Welsh listings
- How to manage your organisation template
- How to change and republish a job listing
- How to manage a job offer
- How to manage a contract
- How to delete an application
- How to withdraw an application
- How to respond to a job offer

To access all of our user guides and videos about using the new NHS Jobs service, visit our [help and support for employer's webpage](#).

Stakeholder Engagement: Confed Expo

At Expo for the first time in over two years, we got to meet you, our stakeholders, face to face.

Words do not do justice to the buzz and excitement that filled the conference centre over those two days. It was a fantastic opportunity to discuss the ever-evolving landscape that is the NHS and share how the NHS Jobs service is helping to shape that landscape.

We would like to take this opportunity to thank all of you who came to learn more about the new service, share your first-hand experiences and volunteer to support us.

Hearing that so many of you on both the applicant and employer side have had a positive experience is a testament to our service.

As we continue to learn to live with Covid-19, we look forward to meeting more of you in the future.



Covid vacancy indicator removal

Last month we highlighted that the need for urgent roles, due to the coronavirus pandemic, had reduced and that we would be removing the Covid-19 vacancy

indicator from NHS Jobs.

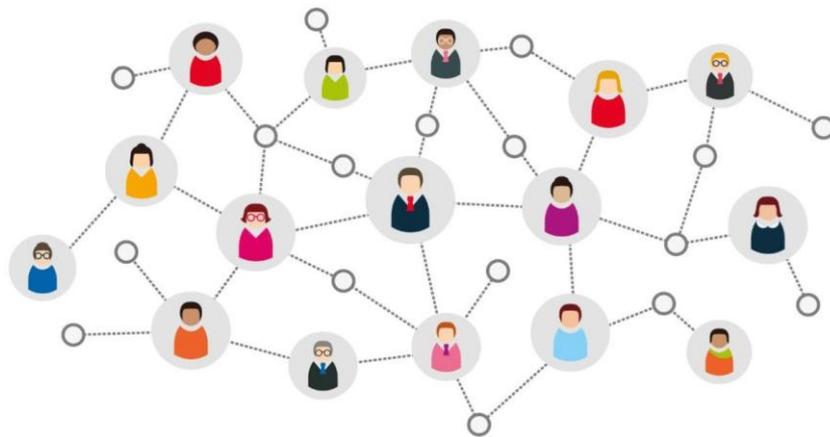
The ability to add the Covid-19 indicator to a new vacancy will be removed in July 2022. At this point we will also remove the indicator from any adverts already containing it. The removal of the indicator within the new NHS Jobs service will also follow.

We will confirm the exact removal date in due course.

NHS Employers Recruitment & Retention bulletin

The 'Hot Topics' section of the latest NHS Employers Recruitment and Retention bulletin highlights the new NHS Jobs Service's deadline for onboarding to the new NHS Jobs service [here](#).





[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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