



Creating a vacancy request

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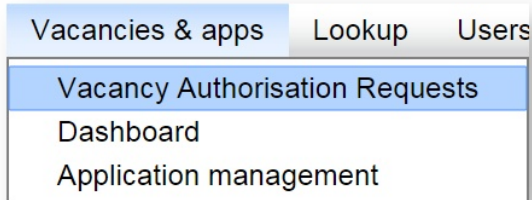
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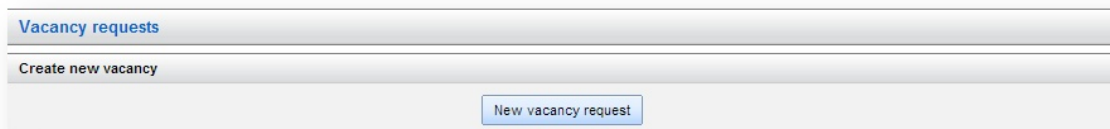
1 Entering a vacancy request

To start the authorisation process, the Appointing Officer needs to enter a vacancy request into the system.

1. Click the **Vacancies and apps** menu at the top of the page then **Vacancy authorisation requests**.



2. Click on the **New vacancy request** button:



3. Select the:

- **Department** - this determines which application form is used for the new vacancy. For example, general staffing or medical.
- **Grade**.
- All the **disciplines** that apply. To select the disciplines, choose the appropriate sector from the first box, then click the discipline(s) from the second box (hold ctrl to select more than one), then press **Select** to move your choices over to the *"selected items"* list.

4. You can choose an existing vacancy to use as the basis for the new vacancy. Some of the fields from the existing vacancy are copied into the fields of the new vacancy, although you still have the opportunity to edit them. To do this:



Similar vacancies

These existing vacancies may be related. To use one of them as the basis of your new vacancy, click the blob next to it and select "Continue". Click on the job title to see more details about the vacancy.

- ☒ None; do not use a previous vacancy
- ☐ [Band 6 - Biomedical Scientist, Chemical Pathology](#) Band 6 [360-C-3200]
- ☐ [Band 6 - Biomedical Scientist, UK NEQAS](#) Band 6 [360-C-3110]
- ☐ [Band 6 - Specialist Biomedical Scientist, Microbiology](#) Band 6 [360-C-2036D]
- ☐ [Band 6 - Specialist Biomedical Scientist](#) Band 6 [360-C-2036DB]
- ☐ [Band 6 - Biomedical Scientist](#) Band 6 [360-C-2051D]
- ☐ [Band 6 - Specialist Biomedical Scientist](#) Band 6 [360-C-1985DB]
- ☐ [Band 6 - Specialist Biomedical Scientist](#) Band 6 [360-C-1391]
- ☐ [Band 6 Snr Anatomical Pathology Tech/Deputy Mortuary Mgr](#) Band 6 [360-C-1380]

[Continue](#)

- a. Click the job title of the vacancy that may be appropriate. This shows more details about the vacancy to help you decide whether to re-use it.

Details

Employer / department	Prince of Wales NHS Trust / General Staffing - Prince of Wales NHS Trust
Cost code	
Trac ID	236738
ESR ID	0
Full-time equivalents	1.00
Full-time equivalents allocated	0
Reason for vacancy request	
Where is the funding for this post being generated?	
Advertising scope	Hidden
Immigration group	Available to all
DBS check required	Enhanced DBS Check + Children's & Adults' Barred Lists
UK Professional Registration required	Yes
Grade (display)	Band 6
Primary speciality (display)	Hepatopancreaticobiliary (HPB) Disease
Salary	£25,411 - £33,041 p.a. inc.
Hours	Full Time 37.5 hours per week
Contract description (eg Permanent)	Permanent
Vacancy Town	London

Advert

The Prince of Wales NHS Trust has expanded its Sheila Sherlock Liver Centre that will ultimately become a centre for excellence in the field

The purpose of this development is to assist in delivering the vision of a world class centre for hepatopancreaticobiliary (HPB) disease, including benign hepatopancreatic, and liver transplantation.

By working as part of this team you will gain the option of taking on a rotational position that will offer the opportunity to expand on your current knowledge by working through HPB/HDU, Liver Transplant, Hepatology and Endoscopy.

For further details / informal visits contact:
Cheryl Day - Senior Sister, SS Live Centre on 01692 640908 x 1478



- b. To close the details page, click on the **Close** button in the bottom right-hand corner:


Primary speciality (display)	Hepatopancreaticobiliary (HPB) Disease
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


- c. If you wish to use an existing vacancy, click on the circle next to the job title and click on **Continue** to proceed to the next stage.

Similar vacancies

These existing vacancies may be related. To use one of them as the basis of your new vacancy, click the blob next to it and select "Continue". Click on the job title to see more details about the vacancy.

- ☐ None; do not use a previous vacancy
- ☒ [Band 6 - Biomedical Scientist - Chemical Pathology](#) Band 6 [360-C-3200]
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- ☐ [Band 6 Snr Anatomical Pathology Tech/Deputy Mortuary Mgr](#) Band 6 [360-C-1380]





2 Entering the vacancy details

You now need to fill in the advert details on the system by working through each tab at the top of the page, which are described in order below.



You do *not* need to press save after each tab. Simply save the form once you have completed all the tabs you that need for authorisation.

If you start a request and do not have all the required information use the save draft function and return to complete the request later.



2.1 Vacancy request

Vacancy requests

Vacancy request

Advert details

Documents

Longlisting

Shortlisting

Questions

Notes

Employer Royal Marsden NHS Foundation Trust

Department RMH - General Staffing

Change

Cost code W01101: Theatres (S)

?

change

clear

Job ref

?

Reason for vacancy request *

Please select...

Where is the funding for this post being generated?

?

Please specify in detail providing relevant cost centres, information of disestablished posts or external funding. In the event insufficient information is provided, your vacancy may be rejected. You may wish to first discuss with your management accountant to facilitate swift approval.

Target employment start date

Job title *

Staff Nurses/Operating Department Practitioner (Theatres)

Position numbers *

ESR Position no

Full-time equivalents

Add

Band/grade (display)

Band 5

?

Min band/grade (search)

Band 5

?

Max band/grade (search)

Band 5

?

Advertising scope

Public

National job feeds

Employer job feed

External advertisers

Internal

Employer job feed only

Restricted

Restrict to redeployment and/or talent pool candidates

Authorisers Format: Name EmailAddress
For example: Margaret Evans margaret.evans@pow.nhs.uk
As you type, your computer will check for users already on the system whose details match.
The number on the right shows the order that authorisers will be prompted in.

1

1

1

1

1

1

1

1

1

1

1

Vacancy request

Advert details

Documents

Longlisting

Shortlisting

Questions

Notes

Add note

Add note

Request authorisation

Save draft

Cancel

On this tab, you can fill in the following details:



- **Cost code** (optional) - code for the departmental budget that the costs of the new post will be deducted from.
- **Job ref** (optional) - enter the new job reference number for the vacancy.
- **Reason for vacancy request** - this is used to record the reason why the new post is required. Details entered here can be used later in the reporting system.

Reason for vacancy request *	Please select...
for this post being generated?	Please select...
	Newly created post
	Vacant post - Current post holder leaving or left
	Maternity Cover
	Long Term Sick Cover
	Secondment Cover
	Current post holder has reduced their number of hours

- **Funding information.**
- **Target employment start date.**
- **Job title.**
- The **position number(s)** and **full-time equivalents** for which you are seeking approval.
 - FTE is the number of full-time staff to which the role is equivalent; it is not the number of hours.
- **Band / grade.**
- **Advertising scope**
- **Authorisers** - the names and email addresses of the people approving the new post. Enter the names and email addresses in the format shown. As you type, your computer will check for users already on the system whose details match. If a match is found click on it and the system will transfer this information into the box. If no match is found then that person is new to the system so will have a user account created for them automatically and they will receive a confirmation email. The order in which authorisers will be contacted can be set on the right hand side, authorisers with a higher order will not be emailed until all authorisers with a lower order gave granted. It's possible to have Authorisers with the same number, this means that they will be contacted simultaneously. **⚠ The order only controls the order of email delivery, not the order in which the panelists can log on and authorise the job.**

Authorisers Format: Name EmailAddress	
For example: Margaret Evans margaret.evans@pow.nhs.uk	
As you type, your computer will check for users already on the system whose details match.	
The number on the right shows the order that authorisers will be prompted in.	
catherine	1
Catherine Taberner catherine.taberner@pow.nhs.uk	1
Prince of Wales NHS Trust	1
	1
	1
	1
	1
	1
	1
	1

- *You do not need to press save after each tab*



2.2 Advert details

Vacancy request **Advert details** Documents Longlisting Shortlisting Questions Notes

Advert [Show header & footer](#)
Use header and footer ☒

[Show header & footer](#)

For further details / informal visits contact:

Salary ?

Primary speciality (display) ?

Hours ?

Contract description (eg Permanent) ?

Vacancy Town ?

Vacancy Site ?

Payslip address

DBS check required ?

This position involves working:
☐ with children
☐ with adults
Does this position involve working with children or adults at the applicant's home address?
 ?

UK Professional Registration required ?

Occupational health requirement

Closing date and time ?

Advertising start date ?

Counties

Africa	Mozambique	<input type="text" value="UK: London"/>
America - Central	Namibia	
America - North	Niger	
America - South	Nigeria	
Asia	Rwanda	
Australia & New Zealand	Senegal	
Europe - East	Seychelles	
Europe - West	Sierra Leone	

Disciplines


Sector	Discipline	<input type="text"/>
Administrative services	Business & Projects	
Allied health professions	Commissioning	
Directors	Finance	
Emergency services	Human Resources	
Health science services	Information Systems	
Medical and dental	Information Technology	
Nursing and midwifery	Office Services	
Support services	Patient Services	

Staff group

Vacancy request **Advert details** Documents Longlisting Shortlisting Questions Notes

This tab has fields relating to the advert that will be displayed on the websites. We recommend that you are consistent in the way details are entered, and check spelling carefully so that your advert will look tidy and professional.



- **Advert** – the text of the advert which will be read by Candidates on the website. You can include up to 4,000 characters of information. Note that this field should contain just the text relating to this particular job. Standard text about the employer/department has been set in advance and can be seen by clicking "show header & footer". If, for some reason, that standard text should not be shown on this particular vacancy then uncheck the *use header and footer* box.
- **For further details** – the name and contact details of the person who can be contacted by Candidates for further information or to arrange informal visits. The caption *For further details / informal visits contact:* is added automatically so should not be entered into this field.
- **Salary** – we recommend using this format for every vacancy: £25,678 - £34,789 pa.
- **Primary speciality (display)** – this is the main speciality of the post and is the text that is shown on the websites. For example: *Care of the elderly* or *Human resources*. Avoid using acronyms or abbreviations with which external applicants may not be familiar.
- **Hours** – a description of whether the post is full time or part time and the number of hours. For example: *"Full Time 37.5 hours per week"*.
- **Contract description** – e.g. *Permanent, Bank, Locum* etc.
- **Vacancy town** – the geographical location of the post.
- **Vacancy site** – this is the site / hospital that the post will be based at. Remember that applicants may not be familiar with your hospital or the area.
- **Payslip address** – this is optional and used for financial monitoring. It is not shown on the advert.
- **DBS check required** – indicates what level of DBS check is required for the post. This will generate an automatic message on the advert on the website alerting applicants.
 ***It is very important to get this right as this determines which convictions questions are asked on the application form.*** If you are unsure of the correct level then seek advice.
- **UK professional registration required** – tick if the vacancy is a post that requires registration with a professional body such as the NMC, GMC or HCPC. This generates an automatic message on the advert stating that professional registration is required.
- **Occupational health requirement** - select the appropriate option from the drop down list.

Occupational health requirement	No special occupational health requirements
Closing date and time	No special occupational health requirements
Advertising start date	Role will involve contact/access to patients
Employment received from manager on	Role will involve Exposure Prone Procedure (EPP)
	Role will involve food handling

- **Closing date and time.**
- **Start date** – the date on which the vacancy will start to be shown on the websites. This defaults to the current date but you can enter a later date if you wish to delay advertising.
- **Counties** – this will automatically default to the county in which the employer is based. Change this if the post is in a satellite location in another county.
- **Disciplines** – this will be set to whatever you selected when you started the vacancy request.
- **Staff group** - ensure this matches the selected discipline.

2.3 Documents

Once you have completed entering the advert details, click on the **Documents** tab.



2.3.1 Vacancy documents

Here you can upload the vacancy documents, such as the *"Job description"*, *"Person specification"* and any other vacancy-related documents to which you would like the applicants to have access. All documents uploaded here are available for applicants to download on the websites.



Never upload private documents such as applicant personal data or interview notes.

Job adverts remain accessible on the websites after they have closed (although they are not shown in the listings) so that, for example, Applicants can access documents to enable them to prepare for interview. Take care to only upload documents which should be available for Applicants to download.

It is recommended that you upload documents in PDF format because this is accessible to applicants on the widest range of devices and it gives you the tightest control on the formatting of the document. However, if necessary, you can also upload a document in some other common formats such as DOC, ODS, TXT and HTML. The system can attempt to convert such documents into PDF format for you.

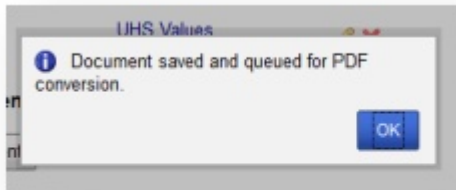
Upload a document

1. Click the **Add ... document** button.
2. Click **Choose file** and find the appropriate document on your computer. Take care to select the right document!

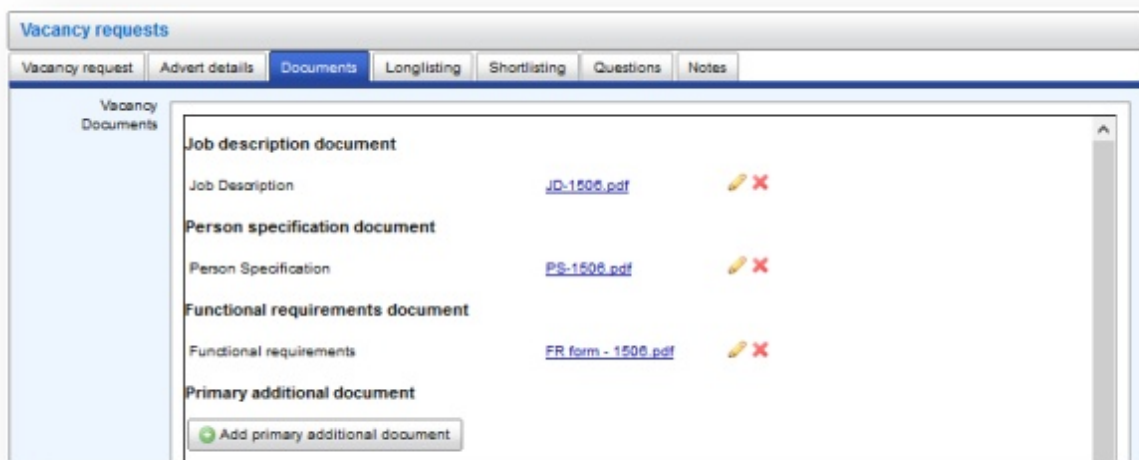
3. In the **Title** field enter the name of the document. This will appear alongside the document on the website and will let the Applicant know what the document is. e.g. *"Job description"*.
4. Click **Save**.



5. If necessary, the system will automatically queue your document for conversion to a PDF file. Click **OK**.



Once you have uploaded the documents your page will look like this:



Following the conversion of documents to .pdf files original versions will remain accessible next to **converted from**.

Job description		
Job Description	JD-1556.pdf (converted from test.docx)	
Person specification		
Person Specification	PS-1556.pdf (converted from PS-1556.docx)	

Replace a document

If you want to replace any of the documents, click on the edit (pencil) icon, choose **Upload new file**, browse for the correct document on your computer and proceed as above.



Dialog box titled "Edit document: Job Description".

File * ☐ Last uploaded file: JD-1119.pdf ☒ Upload new file

No file chosen

Rename file to

Convert to PDF ☒ ?

Title *

Comments

2.3.2 Internal documents

If you scroll to the bottom of the vacancy document list you will see the internal documents section.

Here you can upload internal documents that are not available to the applicants.

Internal documents

Internal documents will not be visible to the public or applicants. This is the only section where you may safely upload personal data.

2.4 Longlisting

This tab can be ignored. Appointing Officers are encouraged to use blocking questions to avoid the need for Longlisting.

If you want to use the Longlisting functionality you can name up to five longlisting piles.

⚠ Remember that you can only use essential criteria from the person specification to sort the applicants into piles.

2.5 Adding shortlisters and shortlisting criteria

Some employers set up the Shortlisters and shortlisting criteria at vacancy authorisation stage, others do so after authorisation is complete.

Click on the **Shortlisting** tab and enter the name(s) of the Shortlisters, starting with the Lead Shortlister at the top:



Documents Longlisting **Shortlisting** Questions Notes

Shortlisters Format: *Name EmailAddress*
For example: *Margaret Evans margaret.evans@pow.nhs.uk*
As you type, your computer will check for users already on the system whose details match.

Lead? Shortlist name & email

☒ cheryl

☐ Cheryl Day cheryl.day@pow.nhs.uk
Prince of Wales NHS Trust

☐

☐

☐

☐

☐

☐

☐

☐

☐

As you type, your computer will check for users already on the system whose details match. If a match is found click on it and the system will transfer this information into the box. If no match is found then that person is new to the system so will have a user account created for them automatically and they will receive a confirmation email.

Next enter the **shortlisting criteria** as copied from the Person Specification.

As a guide we recommend that each essential and desirable requirement should be given 2 points (the total score will be automatically populated for you). It is also recommended to check that the criteria make sense and only add those that can be evaluated from the application form. For example, do not put *Excellent verbal communication*.

Shortlist criteria 1

Name Qualifications

Essential criteria Guidance Score ?

Masters Degree or equivalent

Add Essential criteria

Max Essential score -

Desirable criteria Guidance Score ?

CIPD Membership

Add Desirable criteria

Max Desirable score -

2.6 Questions

If the vacancy requires any additional questions you can select them on this tab. For example: if you are adding an internal only vacancy it is strongly recommended that you select the internal only blocking question.

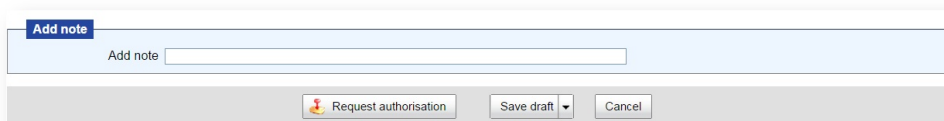


If you want to add a question that is not listed please include this information in the notes. Your HR contact will then deal with the request.

If a blocking question is to be created, Trac need to know the question, the options available and the response(s) allowed.

2.7 Sending the vacancy request for approval


Once you are happy that all the details of the new vacancy are correct, click on the **Save** button. This will send a notification to the Authorisers letting them know that a vacancy request has been submitted that requires their approval.




2.8 Saving to draft

If you don't have the time or information available to finish a request in one sitting you can save to draft and complete the request later.

- You can save drafts and later press **Request authorisation** when ready to submit to the authorisation panel.
- Drafts are removed 30 days after being last edited, this stops old requests from cluttering up the lists.
- You will receive chaser emails with a list of requests in Draft.
- If you login and have drafts awaiting completion the below message is displayed at the top of the screen.

 **There are draft vacancy requests that you created. They need to be finished off and authorisation requested.**

 [View vacancy requests](#)