



Manager Guide

Vacancy Approval

Guide Summary: Process of raising a vacancy for approval

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Updated: June 2022

Vacancy Approval

This document will guide you through raising a vacancy request through TRAC.

TRAC System

The Trust uses TRAC for recruitment purposes from raising a vacancy through to induction booking, with all the steps in between. It is a tracking system which allows you as the recruiting manager to log in at any time and view where your recruitment or candidate is up to. It has a notes feature which you can read at any time to obtain an update but please note, if you add a note, there is no alert to the recruitment team so please call or email us if required.

If you don't have a Trac account or if your account is no longer active, please contact the recruitment team on 0151 706 4666 or email recruitment@liverpoolft.nhs.uk

Once registered as an admin user you can access vacancies that have you listed as a user such as a shortlister or interviewer and you also have the ability to create new vacancy requests. What is featured on your homepage and what you can search for on the system will be dependent on your assigned roles. Once you are logged in, you can access the FAQs which can be found [here](#).

Delegated User Access

A Delegated User works on behalf of another admin users (e.g. entering shortlisting scores or updating interview outcomes). Delegated access is often given to Personal Assistants and can only be assigned by a user with Team Manager access. Should you wish to utilise this type of access, please contact the recruitment team.

Raising Vacancy Requests

You must have a TRAC account in order to raise a vacancy request, if you do not have an account please contact the recruitment team on the details above.

Vacancies will be advertised once a completed electronic vacancy request via the TRAC recruitment system has been fully authorised. The electronic form/request will be sent automatically to all authorising parties when the request is submitted.

If information or documents are missing, the recruitment team will not be able to commence the recruitment campaign. All information must be correct in order for the recruitment not to be delayed, otherwise the authorisation process may have to begin again from the start.

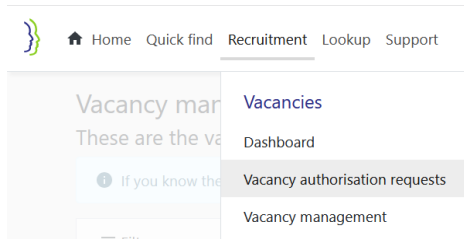
Requests should be raised for all types of recruitment including fixed term, bank (external applicants) and ring fenced recruitment.

TRAC Guidance

- 1. Before you create your vacancy, please prepare your advert, job description and person specification and save in Microsoft Word (not PDF).** These will be added to your vacancy request. All Job Descriptions and Person Specifications must have been formally banded by an Agenda for Change panel (with the exception of medical posts). If you are unsure please email afc@liverpoolft.nhs.uk.
- 2. Log in to TRAC** at <https://admin.trac.jobs/login>
You may find it useful to save the TRAC link to your favourites. If you have forgotten your password, simply click on the above link and then click on the blue link that says [Click here if you've forgotten your password and want to reset it](#)

3. Creating a Vacancy Request

Once you have logged into TRAC you will see your homepage. At the top of the screen you will see a white bar. To start the Authorisation process the Recruiting Manager needs to enter a “Vacancy Request” by selecting this option in the “Recruitment” drop down menu:



On the next page, click the  button.

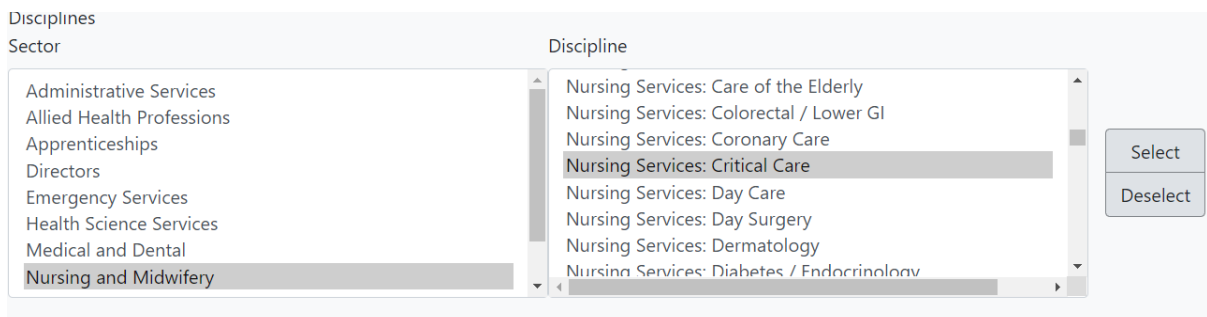
The next screen allows you to select the appropriate “Department” (which will affect which application form is attached to the new vacancy eg general staffing, medical staffing etc) and the band and the agenda for change categorised discipline.

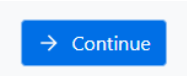
Using the table below, select the relevant option for your position by clicking on the drop down tab in “Department”.

Position Type	Department
For Medical posts	Select LUH – Medical Staffing
For Bank posts	Select LUH – Bank
For all other posts	Select LUH – General Staffing

You will need to add the “Band” and then complete the “Disciplines” field by selecting the area your post is in.

For example, if you wanted to advertise a Band 5 Staff Nurse within Critical Care, you would select the options shown below:

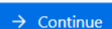


You will then need to click  to enter the vacancy details.

As you enter information into the above fields it will search for **Similar Vacancies**. These are vacancies previously advertised that match the criteria you enter. If a similar vacancy is selected, certain advert details and vacancy documents will copy over. You must check all details to ensure the correct information for the new vacancy is being advertised including the cost code.


- Clicking on the blue underlined vacancy titles will open a preview of the advert
- To use a similar vacancy select the vacancy you wish to use from the list and click

“Continue”

 → Continue

- To create a new advert without using a similar vacancy, ensure you select “None; do

not use a previous vacancy” and click

 → Continue

Entering the Vacancy Details:

You will now need to complete the advert details by working through the tabs at the top of the page, starting with **Authorisation**

Vacancy Request Tab

Using the table below, complete the required fields:

Field	Required? Y/N	Description
Cost Code	Y	This is the 6 digit budget code for your team. As you start typing the cost code number in the field, it will appear in the drop down list. You can also search by the name of your cost centre.
ESR Position Number	N	Please leave this field blank if you do not know it.
Full-time Equivalents	Y	Complete using the format 1.00, 2.50 for example
Job Ref	N	This can be left blank
Job Title	Y	Enter the title of the post
Reason for Vacancy Request	Y	Select the relevant option by clicking on the drop down list
Where is the funding for this post being generated	Y	You must provide a detailed explanation for this, failure to complete will result in your post being rejected.
Confirm your current funded establishment for this banding within your cost centre. How long has each post post been vacant for and how have you covered the work during that time?	Y	You must provide accurate information within this field.
Is this vacancy the result of an organisational change?	Y	Please provide relevant details

Is the approval to be attached to an existing advertised vacancy?	Y	If relevant, please supply the reference number and name of candidate to be offered the post.....(I.e you do not wish for this specific post to be advertised as you have interviewed recently and have a candidate to appoint).
For vacancies on AUH site please provide the AFC job code for your job description. For vacancies on RL&B sites please enter N/A	Y	Complete as per the appropriate site. All jobs should be banded through the AFC process, if you are unsure of this information please send an email to the afc@liverpoolft.nhs.uk mail box.
Will the successful post holder have line management duties for staff?	Y	This is to ensure the individual/s are booked onto the correct induction course once employment checks are complete.
Please confirm which site your successful candidate will be based at. If you have multiple candidates please ensure this is made clear at offer stage.	Y	This will ensure that the ID badge is sent to the correct site.
Target employment start date	N	Please leave this field blank
Advertising Scope	Y	This should be set to either: a) Public – it will appear on national and employer job feeds and on external advertisers or b) Internal – it will only appear on employer job feeds. Available to internal applicants only Please do not use c) Restricted. This is for HR use only
Authorisers	Y	Enter the name and email addresses of the authorisation panellists: <i>It is important that this section is completed.</i> <ol style="list-style-type: none"> 1. Budget Approver 2. Financial Approver 3. Divisional Director of Operations/Nursing/DMD 4. Recruitment Checks 5. Workforce <p>As you type, you will find that the authorisers may appear for you to select after you start typing their name or email address. If not, follow the onscreen instructions to add them in the correct format.</p>

You are now in the main vacancy request section. On your screen you will see a number of tabs across the top, you should complete:

1. Vacancy Details
2. Advert Details
3. Documents ***please ensure that you **un-tick** the convert to pdf button****
4. Shortlisters

- 5. Interviewers
- 6. Role Requirements

Vacancy Details Tab

Contract and working pattern.

Select the contract type and any additional fields that appear underneath it. Ensure that upon entering the working pattern you consider all flexible working options and include any additional working pattern details such as evening, weekend or night working requirements.

Grade and salary information

Enter the corresponding band as required. The recruitment team will check the salary details before publishing the advert.

Employment checks

The DBS level should be set as appropriate to the role as not all posts require a DBS. DBS’s are in the main, for those providing care to patients or who are based in an area / will regularly access an area where patients are being care for. If you’re unsure please see <https://www.gov.uk/find-out-dbs-check> or ask a member of the recruitment team.

UK Professional registration should be entered as applicable to the job role and OH should be set to ‘No special requirements’ (as this feature isn’t used in Trac by this Trust).

Key dates

This field can be left as it will default to 2 weeks’ of advertising however the date of advertising is dependent on the time it takes for authorisation.

Vacancy location and addresses

The site should be entered as LUHFT as all employees are expected to work across site if necessary however you should enter the post code of the actual base in the field below.

Advert Details Tab

- Enter your advert into the advert field.
- With the implementation of the new NHS Jobs, there are four separate text boxes to complete for each advert. The table below guides you through the information required:

<p>1. Create job overview Minimum of 100 characters and maximum of 1500 characters, including spaces.</p>
<ul style="list-style-type: none"> • Give a brief description of the role, what it takes and why this person should work for you. • Potential candidates will read this first so try to inform, engage and excite them • Do not repeat information from your job description, as this will appear later in the text of the advert •

This will likely be similar to an “advert” that you will have used for previous recruitment. Please refer to the Managers Guide to Advertising on the Staff Hub – <http://liverpool-hr.nhs.sitekit.net/joining-us/advertising.htm>

Example:

As a Registered Nurse you will be responsible for supporting your Manager in ensuring that our service users’ needs are met through the delivery of high-quality care. As a centre of excellence, you will offer a person-centred approach to their independence and well-being.

2. Main duties of the role

Minimum of 100 characters and maximum of 1500 characters, including spaces.

- Describe what the candidate will do in more detail
- This will help someone decide if they want to apply
- Here you will need to include most important skills and qualities as this a summarised high-level statement about the role
- Do not repeat information from your job description as this will appear later in te text of the advert

This could include the ‘dimensions’ of the role from the Job Description or be a high-level summary of the main duties from your job description.

Example:

Maintain a high standard of clinical work when carrying our nursing procedures. Responsible for the safe custody of medication, including checking and administration. Ensure compliance with our clinical governance framework, you will motivate colleagues, champion service user safety and dignity and drive continuous improvement.

3. About Us

Minimum of 100 characters and maximum of 1500 characters, including spaces.

- Introduce the team, the atmosphere, the values and behaviours
- In addition to this you can add a supporting word document about the benefit entitlement, annual leave, cycle to work etc.
-

The following wording will be used. Please insert the below; the recruitment team will update this section if there is anything different to the below:

Liverpool University Hospitals NHS Trust was created on 1 October 2019 following the merger of two adult acute Trusts, Aintree University Hospitals NHS Foundation Trust and the Royal Liverpool and Broadgreen University Hospitals NHS Trust.

The merger provides an opportunity to reconfigure services in a way that provides the best healthcare services to the city and improves the quality of care and health outcomes that patients experience.

The Trust runs Aintree University Hospital, Broadgreen Hospital, Liverpool University Dental Hospital and the Royal Liverpool University Hospital.

It serves a core population of 630,000 people across Merseyside as well as providing a range of highly specialist services to a catchment area of more than two million people in the North West region and beyond.

In its most recent inspection, the Care Quality Commission gave the Trust an overall rating of Good.

Job Description

Minimum of 100 characters and maximum of 10,000 characters, including spaces.

- Outline of main job duties/responsibilities
- This text is required as part of the vacancy creation
- This is a new field and will allow candidates with different accessibility requirements to be able to read and understand what the role entails
- If your job description is over the word count you may wish to consider outlining the main & specific responsibilities in the below field and uploading the full job description as a supporting document.

Copy the Job Description here keeping within the character limits but remove any bullet points.

The Job Description will also be attached if there isn't enough space, please include a line referring the applicants to the full JD.

Contact information

Complete the contact information details to allow candidate the opportunity to discuss the role or organisation a visit to the department.

Sector and disciplines

Some details will be pre-populated which should be checked for accuracy as this will determine the search criteria on NHS jobs.

Document Tab

- You must ensure that you add the **Job description and Person Specification** into the document tab. **These must be on current Trust templates and saved in Microsoft WORD only.**
- You must also attach the completed Occupational Health Risk ID form using the 'Add Internal Documents' button. ***IMPORTANT -please un-tick the convert to pdf button when uploading the documents**

Shortlisting TAB

- You should add details of the shortlisting panel.
- If the shortlisters have a TRAC account, you will be able to add them to the shortlisting field in the same way that you added the authorisers, by typing their name into the box.
- Please note you will need to add the lead shortlister, who will have ultimate responsibility to agree the shortlist. **Where multiple shortlisters are added to TRAC, they will all have to shortlist separately using their own log-ins.**

Interviewers Tab

Select 'Copy Shortlisters' if applicable. You will need to have a minimum of 2 interviewer to proceed.

Role Requirements Tab

You should use the person specification and complete the criteria that you will use to complete the shortlisting. You may want to consider assessing some of the criteria at interview via an assessment or presentation for example.

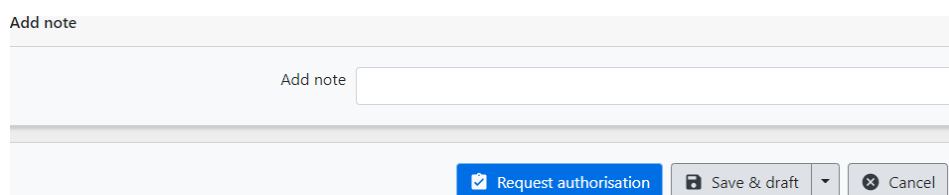
Notes TAB

In this section you must ensure that you outline:

- How long you would like the vacancy advertised. Please note all permanent posts will be advertised externally, fixed term posts may be advertised internal only. The minimum advertising time is 1 week or a minimum of 25 applications.
- Details of any questions to be added to pre-application stage.

Submitting the vacancy request for approval

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



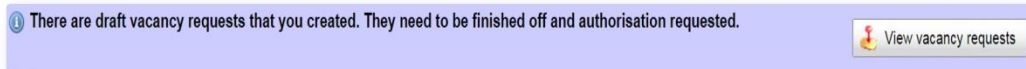
Add note

Add note

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.



For further guidance on uploading your vacancy to TRAC, this video provides a step to step guide. Note you need to be logged into Trac to access the link.

[How to Create a Vacancy Video Link](#)