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NHS Trust and Foundation Trust Directors of HR (incl.  
ambulance)

Richmond House  
79 Whitehall  
London SW1A 2NS

Tel: 020 7210 5749  
e-mail: [Jamie.rentoul@dh.gsi.gov.uk](mailto:Jamie.rentoul@dh.gsi.gov.uk)

Dear Colleague

## **NHS JOBS**

### *Introduction*

As you know, much of the recruitment in the NHS is facilitated by the NHS Jobs service, which provides a free online service to the NHS. You may also be aware that the current service is provided under a contract managed by NHS Employers. The Department of Health is in the final stages of a re-procurement exercise for a new service that will meet the needs of the service over the 5-year lifetime of the contract.

### **A New NHS Jobs**

The new NHS Jobs will remain a service free at the point of use and the new NHS Jobs will provide significant improvements when compared to the current service; you should expect to see significant developments in:

- Tracking appointments
- Reporting
- Shortlisting
- Processing large volumes of applications
- Interview scheduling
- Text messaging
- Support for the recruitment approval process
- Support for shared service arrangements
- eCRB

NHS Jobs has operated successfully since 2004 and has delivered considerable benefits to the NHS in terms of saving on advertising costs, efficient processing and effective job advertising.

The revised NHS Jobs has been delayed a number of times for different reasons and the freeze on service development has lasted longer than expected and has left NHS Jobs with some catching up to do.

All of the bidders for the new NHS Jobs service have addressed the developments we have seen in other systems over the last few years and all include both improvements to what is

already in NHS Jobs and new functionality that is not currently included. Much of the functionality will be included as part of the free at the point of use service. Additional services will be offered and will be integrated into NHS Jobs at a price lower than you would otherwise pay for similar product functionality.

We expect to award the new NHS Jobs contract in July and will announce the new supplier shortly thereafter. Users involved in the evaluation will see this functionality demonstrated on the 28<sup>th</sup> June. Users not involved in the evaluation or implementation will get a chance to see the new system when we take NHS Jobs on the road in the summer to regional demonstrations and we will be attending the NHS Employers conference in the autumn.

The service will be a significant development compared to the current service and the successful supplier will require significant input from users as part of the partnership approach to development agreed with DH.

### **User Group Nominations**

We are looking to establish user groups to meet at least twice per year on formal basis.

We would like to offer each Trust the opportunity to nominate one member of staff, who they feel is both knowledgeable in such matters and enthusiastic about NHS Jobs, to be part of the user group for their region.

User groups will be critical to NHS Jobs and will be used long term to identify, share and promote best practice and effective use of NHS Jobs, discuss issues surrounding NHS Jobs. They will also be critical in developing NHS Jobs over the life of the contract to keep the service ahead of the game.

In the immediate short term, user groups will be a critical part of the implementation project as they will be used as working groups and focus groups to guide the NHS Jobs supplier in the detailed design of the service. We intend that user groups will have an active role in the implementation and they will meet on a relatively frequent and ad hoc basis during the implementation phase as the project demands.

I would be grateful if you could forward your nominations to Ian Hughes, our NHS Jobs procurement project manager at e-mail address: [ian.hughes@dh.qsi.gov.uk](mailto:ian.hughes@dh.qsi.gov.uk), at your earliest convenience.

Yours Sincerely



Jamie Rentoul  
Director, Workforce Development