

LPC/CPC Vacancy Authorisation Request via Trac

Hiring Manager's Step-by-Step Guidance

Step 1 – Start a New Vacancy Request

1. Log into **Trac**.
2. Navigate to:
Recruitment → Vacancy Authorisation Request → + New Vacancy Request

The screenshot displays the Trac system interface. At the top, a navigation bar includes a home icon and links to Home, Quick find, Recruitment, Reports, Settings, Lookup, System, and Support. Below this is a main menu with four columns: Vacancies, Candidate pools, Application quick searches, and Comms. The 'Vacancies' column is highlighted, showing options like Dashboard, Vacancy authorisation requests, Vacancy management, Vacancy search, Vacancies not linked to ESR, Incoming ESR vacancies, Incoming jobs.nhs.uk vacancies, Applications, Application search, and jobs.nhs.uk application import. The 'Candidate pools' column includes Redeployment, Talent pool, Appointments, ID check appointments, Induction courses, Induction course venues, Induction course types, Start Date Ready, Starter Paperwork, and Bulk distribution. The 'Application quick searches' column lists Offer pending, Check reference reply, Need a visa, DBS forms queried by counter-signatory, Await DBS certificate, Employment checks OK, Ready for start date, Book induction, Apps in Starting stage, ID documents were not seen in person, Right to work documents were not seen in person, and Apps due to be deleted. The 'Comms' column shows Unactioned messages and Download letters. Below the menu is a section titled 'Search vacancy requests' with a 'Create new vacancy' button and a 'Search & filter' dropdown menu.

Vacancies	Candidate pools	Application quick searches	Comms
Dashboard	Redeployment	Offer pending	Unactioned messages
Vacancy authorisation requests	Talent pool	Check reference reply	Download letters
Vacancy management	Appointments	Need a visa	
Vacancy search	ID check appointments	DBS forms queried by counter-signatory	
Vacancies not linked to ESR	Induction courses	Await DBS certificate	
Incoming ESR vacancies	Induction course venues	Employment checks OK	
Incoming jobs.nhs.uk vacancies	Induction course types	Ready for start date	
Applications	Start Date Ready	Book induction	
Application search	Starter Paperwork	Apps in Starting stage	
jobs.nhs.uk application import	Bulk distribution	ID documents were not seen in person	
		Right to work documents were not seen in person	
		Apps due to be deleted	

Search vacancy requests

Create new vacancy

+ New vacancy request

Search & filter

Step 2 – Select the Vacancy Type

Department: Select the right department.

For Divisions A, B & C, please select one for the departments:

- NEW LPC/CPC Process - General Staffing (AfC)
- NEW LPC/CPC Process - Medical Staffing (M&D)

For Corporate Teams, please select one for the departments:

- NEW LPC/CPC Process – Corporate General Staffing (AfC)
- NEW LPC/CPC Process – Corporate Medical Staffing (M&D)

Home Quick find Recruitment Reports Settings Lookup System Support

New vacancy request

Please choose the "department" to which the vacancy is assigned. The department determines which online application form is used, amongst other things.
 Only those departments that allow online applications are listed. If the department you want is not listed then it has not yet been set up to allow online applications. Please contact Recruitment Support to have this changed.

Employer: King's College Hospital NHS Foundation Trust

Department: **A. General Staffing**

Grade: **A. General Staffing**

Disciplines Sector: **Administrative Services**

Search for similar vacancies by keyword

Similar vacancies: **N. Pilot LPC/CPC Process - General Staffing**

Please fill in the details of your vacancy above, also use system with search for similar vacancies that can be used as a basis for one new vacancy.

[Continue](#)

Grade: Grade of the role

Home Quick find Recruitment Reports Settings Lookup System Support

New vacancy request

Please choose the "department" to which the vacancy is assigned. The department determines which online application form is used, amongst other things.
 Only those departments that allow online applications are listed. If the department you want is not listed then it has not yet been set up to allow online applications. Please contact Recruitment Support to have this changed.

Employer: King's College Hospital NHS Foundation Trust

Department: **O. Pilot LPC/CPC Process - Medical Staffing**

Grade: **Please select...**

Disciplines Sector: **Administrative Services**

Search for similar vacancies by keyword

Similar vacancies: No similar vacancies were found in the system.

Please select...

Apprenticeships: Apprenticeship

NHS A/C: Band 1

NHS A/C: Band 2

NHS A/C: Band 3

NHS A/C: Band 4

NHS A/C: Band 5

NHS A/C: Band 6

NHS A/C: Band 7

NHS A/C: Band 8a

NHS A/C: Band 8b

NHS A/C: Band 8c

NHS A/C: Band 8d

NHS A/C: Band 9

NHS Medical & Dental: Clinical Attachment

NHS Medical & Dental: Foundation House Officer 1

NHS Medical & Dental: Local Appointment nodal point 1 (MT01)

NHS Medical & Dental: Foundation Year 1

NHS Medical & Dental: Foundation House Officer 2

NHS Medical & Dental: Foundation Year 2

Sector and Discipline: The most relevant Sector and Discipline of the role

Home Quick find Recruitment Reports Settings Lookup System Support

New vacancy request

Please choose the "department" to which the vacancy is assigned. The department determines which online application form is used, amongst other things.
 Only those departments that allow online applications are listed. If the department you want is not listed then it has not yet been set up to allow online applications. Please contact Recruitment Support to have this changed.

Employer: King's College Hospital NHS Foundation Trust

Department:

Grade:

Disciplines

Sector	Discipline	Selected items
Administrative Services	Non-Executive	Directors: Executive
Allied Health Professions		
Apprenticeships		
Community		
Directors		
Education		
Emergency Services		
Health Science Services		

Select
Deselect

Search for similar vacancies by keyword:

Similar vacancies

No similar vacancies were found in the system. Please click "Continue" below to fill out the rest of the vacancy details.

[Continue](#)

If any **similar vacancies** appear:

- Choose a similar vacancy and click **Continue**, or
- Select **None: do not use previous vacancy** if there are no matches, and then click **Continue**.

Step 3 – Complete Vacancy Details

Complete all relevant tabs as you would have done for a standard vacancy submission in Trac at the advertising stage.

Follow the additional guidance below for specific sections:

Vacancy Authorisation Tab

Answer all authorisation questions in full or type N/A, as required.

In **Authorisers** section, type Recruitment Team and select Recruitment Team kch.kingsrecruitment@nhs.net from the list that will appear.

Authorisation

Vacancy details

Advert details

Documents

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Authorisation request details

Employer

King's College Hospital NHS Foundation Trust

Department

O. Pilot LPC/CPC Process - Medical Staffing [Change](#)

Cost code *

Position numbers *

ESR Position no.

Full-time equivalents *

Find out how to calculate FTE

+ Add

Job ref *

Job title *

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.

Please provide the AZE Reference Number if applicable (or state not applicable). Note that either this or a business case reference number will be required for all new posts. *

Please provide the business case number if applicable (or state not applicable). Note that either this or an AZE reference number will be required for all new posts. *

Is this an exempt role? Add link to Exempt Roles page *

Is your Cost Centre overspent, and what percentage of your CIP target has been achieved? *

Please provide operational rationale for recruiting to this post. *

Is the post essential on clinical grounds? Please detail. *

How long has the post been vacant for, and how has it been covered? *

Can the duties of this post be managed in another way? What alternatives have been considered? What would be the impact of not filling this post? *

Please provide the financial rationale, including confirmation of budget for this request. *

Is the post externally funded? If yes, please provide the name of the external funding source, the percentage of external funding, and the duration of the funding. *

Are you requesting to advertise this post internally, externally or for redeployment only? Please provide a rationale for this, noting the final approval may differ from the request. *

Target employment start date

Advertising

Advertising scope *

Public

National jobs boards

Employer jobs board

Third-party advisers

Internal

Employer jobs board only

Restricted

Restrict to redeployment and/or talent pool candidates

Authorisers

Format: Name EmailAddress

For example: Margaret Evans margaret.evans@psw.nhs.uk

As you type, your computer will check for users already on the system whose details match.

Please add at least 1 authoriser

The number on the right shows the order that authorisers will be prompted in.

Recruitment Team kch.kingsrecruitment@nhs.net

1

1

1

1

1

1

1

1

Authorisation

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Add note

Add note

Request authorisation

Save draft

Cancel

Step 4 – Complete Remaining Tabs

Complete the following sections **as usual**:

Vacancy Details

Authorisation

Vacancy details

Advert details

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Contract and working pattern

Contract type *

Please select...

Working pattern (hours) *

☐ Full time
☐ Part time
☐ Job share
☐ Flexible working
☐ Home or remote working
☐ Compressed hours
☐ Term time hours
☐ Annualised hours
☐ Other

Grade and salary information

Grade (display) *

Executives / VSM: Executives / VSM

Min grade (search) *

Executives / VSM: Executives / VSM

Max grade (search) *

Executives / VSM: Executives / VSM

Salary period

Please select...

Salary range

Min salary

£

Max salary

£

Additional salary details *

For example, "pa" or "pa pro rata" or "per annum"

Salary details preview

Please fill in the above values

This is the value which will be displayed on the vacancy advert. It will also be used in the offer details table. If this does not look correct, amend the appropriate fields above.

Employment checks

DBS check required *

Not stated

UK Professional Registration required *

Please select...

Occupational health requirement *

Please select appropriate OH requirement

Key dates

Advertising start date *

10

November

2025

Closing date *

24

November

2025

Closing time

Midnight

Proposed interview date *

Vacancy location and addresses

Vacancy site *

Vacancy street address

e.g. City road / Maine street

Vacancy town *

Vacancy postcode *

Payslip address

Countries

Major region

UK

Africa

America - North

America - Central

America - South

Asia

Australia & New Zealand

Europe - West

Minor region

Ayrill & Clyde

Ayrshire and Arran

Bedfordshire

Belfast

Berkshire

Birmingham & The Black Country

Blaenau Gwent

Borders

Selected items

UK London

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View header & footer

Use header and footer

Job overview

Paragraph

B I U ↶ ↷

Press Alt+O for help

Main duties of the job *

Paragraph

B I U ↶ ↷

Press Alt+O for help

Working for your organisation

Paragraph

B I U ↶ ↷

Press Alt+O for help

Detailed job description and main responsibilities

Paragraph

B I U ↶ ↷

Press Alt+O for help

View header & footer

Contact information

Contact name *

Contact job title *

Contact email address *

Contact telephone number *

Additional contact information

Paragraph

B I U ↶ ↷

Press Alt+O for help

Sector and disciplines

Primary speciality (display) *

Staff group *

Disciplines

Sector

Administrative Services

Allied Health Professions

Apprenticeships

Community

Directors

Education

Emergency Services

Health Science Services

Discipline

Administration

Business & Projects

Commissioning

Committee

Communications

Courts

Customer Services

Data Protection & Freedom of Information

Selected disciplines

Directors: Executive

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Public documents

⚠ Documents added here will continue to be accessible to applicants even after the vacancy has passed its closing date. Do not attach any personal or applicant-specific data.

Job description

+ Add job description

Person specification

+ Add person specification

Functional requirements

+ Add functional requirements

Primary additional document

+ Add primary additional document

Other publicly accessible documents

+ Add other publicly accessible documents

Employer and Department documents

⚠ Documents added here will continue to be accessible to applicants even after the vacancy has passed its closing date. Do not attach any personal or applicant-specific data.

Employer documents

☐ Business Manager - People Services

☒ Denmark Hill Site Map

☐ Deputy Chief People Officer

☐ Director of Diversity, Equity & Inclusion and Organisational Development

☐ Guidance for Hiring Managers on Shortlisting

☐ Pay bands and pay points from 1 April 2025

☒ Princess Royal (PRUJN) Site map

☐ Recruitment Pack - Deputy Director of DEI & OD

☒ Visa and Sponsorship Information

Department documents

None available

Internal documents

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

Internal documents

+ Add internal documents

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Longlisting pile 1

Meets all essential criteria

2 Meets some essential criteria

3 Meets no essential criteria

4

5

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Add note

Add note

Request authorisation

Save draft

Cancel

Shortlisters

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Shortlisters

Format: Name EmailAddress

For example: Margaret Evans margaretevans@pou.nhs.uk

As you type, your computer will check for users already on the system whose details match.

ℹ Please add at least 2 shortlisters

Lead shortlisters?

Shortlisters name & email

*

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Add note

Add note

Request authorisation

Save draft

Cancel

Authorisation	Vacancy details	Advert details	Documents	Longlisting	Shortlisters	Interviewers	Role requirements	Questions	Notes																						
Interviewers Format: Name EmailAddress For example: Margaret Evans margaretevans@poulnh.uk As you type, your computer will check for users already on the system whose details match. Copy shortlisters <table border="1"> <thead> <tr> <th>Lead?</th> <th>Interviewer name & email</th> </tr> </thead> <tbody> <tr><td>☐</td><td> </td></tr> <tr><td>☐</td><td> </td></tr> <tr><td>☐</td><td> </td></tr> <tr><td>☐</td><td> </td></tr> <tr><td>☐</td><td> </td></tr> <tr><td>☐</td><td> </td></tr> <tr><td>☐</td><td> </td></tr> <tr><td>☐</td><td> </td></tr> <tr><td>☐</td><td> </td></tr> <tr><td>☐</td><td> </td></tr> </tbody> </table>										Lead?	Interviewer name & email	☐		☐		☐		☐		☐		☐		☐		☐		☐		☐	
Lead?	Interviewer name & email																														
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Authorisation	Vacancy details	Advert details	Documents	Longlisting	Shortlisters	Interviewers	Role requirements	Questions	Notes																						
Add note Add note																															
Request authorisation Save draft Cancel																															

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Add new role requirement

Criteria

Assessment method

Essential criteria

Desirable criteria

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Add note

Add note

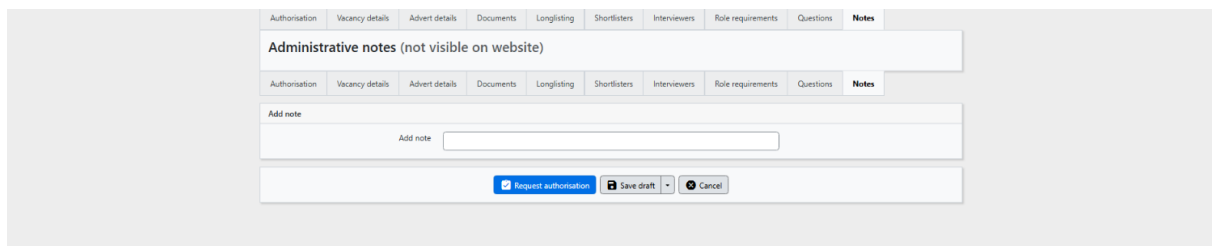
Request authorisation

Save draft

Cancel

Authorisation	Vacancy details	Advert details	Documents	Longlisting	Shortlisters	Interviewers	Role requirements	Questions	Notes
Questions ☐ Are you an internal candidate that holds a current substantive contract of employment issued by King's College Hospital? Please note that Bank Staff, Agency Workers, Volunteers, Commercial partners, and employees of Contractors are not classed as internal and will not be able to be appointed to this role. [Pre-application] [Select one from list] <i>King's College Hospital internal only</i> Question ☐ Do you have relevant teaching or training experience (as required by the Person Specification)? [Application filtering] [Select one from list] <i>NHS Jobs Standard Questions - General - Relevant teaching / training</i> ☐ Does the NMC require you to have a period of supervised practise or to undergo the Overseas Nurses Programme (ONP)? [Application filtering] [Select one from list] <i>NHS Jobs Standard Questions - Nursing - NMC Supervised practise</i> ☐ When is your revalidation due? [Application filtering] [Text] <i>NHS Jobs Standard Questions - Nursing - NMC revalidation due</i> ☐ Do you have access to a vehicle which can be used for work purposes or are you able to travel as required to meet the needs of the service. Please note not all office locations or client care bases may be reached by public transport? [Application filtering] [Select one from list] <i>NHS Jobs Standard Questions - Driving - Access to vehicle</i> ☐ Do you have a valid Full driving licence for the UK? [Application filtering] [Select one from list] <i>NHS Jobs Standard Questions - Driving - Valid driving licence</i> ☐ Do you hold a degree and professional HR qualification (or studying towards)? [Pre-application] [Select one from list] ☐ Are you educated to Degree level or have equivalent qualifications? [Pre-application] [Select one from list] <i>Degree level VSM question</i> ☐ Would you consider working at the King's, Denmark Hill hospital site in Camberwell? [Application filtering] [Select one from list] <i>King's College - Application Filtering Question -</i> ☐ Would you consider working at the King's, Orpington Hospital site in Orpington? [Application filtering] [Select one from list] <i>Application Filtering - King's General questions</i> ☐ Would you consider working at the King's, Princess Royal University Hospital site in Bromley? [Application filtering] [Select one from list] <i>King's College - Application Filtering - Bromley site</i> ☐ Would you consider working at the King's, Queen Mary's Hospital site in Sidcup? [Application filtering] [Select one from list] <i>Application Filtering - King's General questions</i>									
Authorisation	Vacancy details	Advert details	Documents	Longlisting	Shortlisters	Interviewers	Role requirements	Questions	Notes
Add note Add note									
Request authorisation Save draft Cancel									

Notes



Authorisation Vacancy details Advert details Documents Longlisting Shortlisters Interviewers Role requirements Questions **Notes**

Administrative notes (not visible on website)

Authorisation Vacancy details Advert details Documents Longlisting Shortlisters Interviewers Role requirements Questions **Notes**

Add note

Add note

[Request authorisation](#) [save draft](#) [cancel](#)

Step 5 – Submit for Authorisation

- Once all tabs are complete:
Click **Request Authorisation**, as usual.

Monitor the vacancy authorisation journey

To see where your vacancy is in the authorisation journey, simply go back on Trac at any point, find the vacancy in our dashboard and click on the eye icon.

In this example, the post has been rejected due to no funding and the vacancy screen looks like below

Vacancy currently in ✓ [Authorisation: Refused](#)
 Authorisation for the vacancy has been refused by one of the Authorisers, now waiting for Recruitment to decide on the next action.

Appointing manager
 ▼ Mrs Alexandra Nikolaou

HR recruitment contact

Team

[Edit vacancy](#)
[Clone vacancy](#)

[Reject vacancy request](#)
[Redraft vacancy request](#)

Vacancy notes

[Add note](#)

[10-Nov-2025 21:08 a.nikolaou@nhs.net] Please speak to your Finance Partner and resubmit when ready
 [10-Nov-2025 20:47 a.nikolaou@nhs.net] Authorisation started, review date automatically set to 17-Nov-2025
 [10-Nov-2025 20:47 a.nikolaou@nhs.net] Review date automatically set to 12-Nov-2025
 [10-Nov-2025 20:47 a.nikolaou@nhs.net] Created

Details
Authorisation
 Longlisting
 Shortlisting
 Interview
 Documents
 Dates
 People
 Redeployment
 Starter Paperwork
 Communications

Authorisation
Authoriser responses

Authoriser	Authorised?	Authorisation Completed	Explanation
▼ Finance Approval			Waiting for earlier authorisers
▼ Workforce Information Approvals			Waiting for earlier authorisers
▼ Mrs Alexandra Nikolaou	✗		No funding available

When a vacancy is refused authorisation an email notification like the below reaches the Hiring Manager's inbox. When feedback is addressed, you can redraft your vacancy request on trac.

Vacancy: [] HR Advisor

You have received this message because you are Appointing Manager for this vacancy.

Dear Alexandra Nikolaou,

The above vacancy request has been rejected by Workforce/Finance/Recruitment Services.

The team will contact you by email to outline the necessary steps for approval and any corrections required prior to resubmitting your request, or please read the vacancy notes for next steps.

Please log in at <https://admin.trac.jobs> to review the vacancy and make any necessary corrections before resubmitting.

Regards,
 Trac | Recruitment management software
 Civica UK Ltd.