

LPC/CPC Vacancy Authorisation Request via Trac

Authoriser's Step by Step Guidance

Step 1 – You are notified that there are vacancies in Trac awaiting your authorisation

When the previous Authorisers have reviewed and approved the vacancy, you will receive an e-mail (printscreen below) prompting you to log into Trac and Grant Authorisation/ Refuse Authorisation.

Suggestion: You could set up a rule on the Shared e-mail account to move these e-mail notifications to a folder in your inbox if this makes it easier for you to manage the vacancy authorisation requests.

Vacancy: [213-Division-A-7910677] Senior Radiographer - Band 7

You have received this message because you are an Authoriser for this vacancy.

Dear KE Panel,

The above vacancy request has been entered on Trac and requires your authorisation.

Please log in at <https://admin.trac.jobs> to view the vacancy requests requiring authorisation.

You can view a guide at:

https://admin.trac.jobs/help/authorising_vacancy_requests

Regards,

Trac | Recruitment management software

Civica UK Ltd.

Step 2 - Log into Trac

Please click on the <https://admin.trac.jobs> link, included in the email notification received.

Login Details

Username: Your shared mailbox

Password: LPCApprovals1234!

Step 3 – Access the list of vacancies awaiting authorisation

There are vacancy requests that require your authorisation, please see below.

If you know the job ref., vacancy ID or ESR ID, then you can use the [Vacancy Quick Find](#) to jump straight to the vacancy.

Filters

Employer / team
All employers & teams

My Role: Any | Review date: All (1) | Vacancy filter: All vacancies

☒ Authorisation 1 |
 ☐ Longlisting 0 |
 ☐ Shortlisting 0 |
 ☐ Interview 0 |
 ☐ Offer 0 |
 ☐ Starting 0 |
 ☐ Outcome 0

Authorisation

☐ Draft 0 |
 ☒ In progress 1 |
 ☐ Granted 0 |
 ☐ Refused 0

Download info pack...

1 vacancies in **Authorisation: In progress**

Click on the job ref to view the vacancy details and grant or refuse authorisation.

Job ref	Job title	Trac ID	Vacancy to help with the COVID-19 pandemic?	Advertising scope	Authorisers: Auth. granted	Weekdays in stage	Weekdays to next review	Notes
[No ref. ID: 7615039]	Team Leader	Trac ID: 7615039		Hidden	Alexandra Nikolaou: Yes Stephen Taylor: Not yet Rafailia Giannakopoulou: Not yet You: Not yet	0	5	

Step 4 – Search for the vacancy awaiting your approval

Go to Quick Find → Vacancy and type the Reference Number of the vacancy awaiting your authorisation; this is in the subject of the email you have received.

Home Quick find Recruitment

Application
Vacancy
Admin user
Department

Step 5 – Review the vacancy

HR Advisor
Trac ID: 7607854
Closed on: 11-Nov-2025

Vacancy currently in ☒ Authorisation: In progress
The vacancy request is now waiting for authorisation from the Authorisers.

Appointing manager: Mrs Alexandra Nikolaou | HR recruitment contact: Team | [Edit vacancy](#) | [Clone vacancy](#)

☒ Grant authorisation |
 ☒ Refuse authorisation |
 [Redraft vacancy request](#)

Vacancy notes

Details

☒ **Authorisation**

Authoriser responses

Authoriser	Authorised?	Authorisation Completed	Explanation
Finance Approval			Waiting for earlier authorisers
Workforce Information Approvals			Waiting for earlier authorisers
Mrs Alexandra Nikolaou			Not given yet

Longlisting |
 Shortlisting |
 Interview |
 Documents |
 Dates |
 People |
 Redeployment |
 Starter Paperwork |
 Communications

To review the vacancy, click on Details, where you will see all the Vacancy details along with the Authorisation Questions and Answers (same content with LPC Spreadsheet in the current Trust LPC Process).

Details

Authorisation

Longlisting

Shortlisting

Interview

Documents

Dates

People

Redeployment

Starter Paperwork

Communications

Vacancy details

Trac ID

7607854

Employer

King's College Hospital NHS Foundation Trust

Department

N, Pilot LPC/CPC Process - General Staffing

Cost code

501331

Organisational Unit 1

Corporate

Organisational Unit 2

People Directorate

Organisational Unit 3

Workforce Operations

Vacancy town

London

Vacancy postcode

SE5 9RS

Full-time equivalents

1.00

Reason for vacancy request

Newly created post

Where is the funding for this post being generated?

in budget

Advertising scope

Restricted

Please provide the A2E 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.

23456789

Please provide the business case number if applicable (or state not applicable). Note that either this or an A2E reference number will be required for all new posts.

N/A

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

no

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

not overspent - CIP target achieved

Please provide operational rationale for recruiting to this post.

Essential to keep SLAs and KPIs

Is the post essential on clinical grounds? Please detail.

No

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

3 months

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?

No

Please provide financial rationale to recruit, including confirmation of budget for this request.

in budget

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.

no

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.

Redeployment

Available to Talent Pool candidates

No

Immigration group

Available to all

DBS check required

No DBS check

UK Professional Registration required

No

Grade (display)

NHS AfC; Band 5

Primary speciality (display)

Employee Relations

Salary period

Yearly

Min salary

£37,259

Max salary

£45,356

Salary

pa

Working pattern (hours)

Full time

Contract type

Permanent

Position numbers

Position no.	FTE
1122334455	1.00

If you are happy to approve you click on the green Grant authorisation button

The screenshot shows a user interface for managing a vacancy. At the top, there are three tabs: 'Appointing manager' (showing 'Mrs Alexandra Nikolaou'), 'HR recruitment contact', and 'Team'. To the right of these tabs are two buttons: 'Edit vacancy' (blue) and 'Clone vacancy' (grey). Below the tabs, there are three action buttons: 'Grant authorisation' (green), 'Refuse authorisation' (red), and 'Redraft vacancy request' (blue). At the bottom, there is a 'Vacancy notes' section with a dropdown arrow.

where you will be prompted to add a note and click confirm Grant authorisation

The screenshot shows a modal form titled 'Grant authorisation'. Below the title, it says 'Authorises this vacancy request. Once all authorisers have accepted, the vacancy will move to Authorisation:Granted'. There is a text area labeled 'Add note' with a placeholder 'Used to record the history of this advert. The date and your username are automatically added.' At the bottom, there are two buttons: 'Confirm: Grant authorisation' (blue) and 'Cancel' (grey).

The same applies if you attempt to Refuse authorisation, a note is required to confirm Refuse authorisation along with the Reason for refusing authorisation

The screenshot shows a modal form titled 'Refuse authorisation'. Below the title, it says 'Refuse authorisation for this vacancy, moving it to Authorisation:Refused.' There is a dropdown menu labeled 'Reason for refusing authorisation' with a list of options: 'Please select...', 'No funding available', 'Vacancy on Hold', 'Only able to approve Fixed Term posts', 'Additional documentation required', and 'Other (reason required)'. There is also a text area labeled 'Add note'. At the bottom, there are two buttons: 'Confirm: Refuse authorisation' (blue) and 'Cancel' (grey).

Important note: Please leave detailed notes in terms of the action the hiring manager needs to take or who to contact.

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

R 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

The hiring manager receives an e-mail notification straight away

Vacancy: 1 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.