

Honorary Contract Vacancy Request Guide

An **honorary contract** in the NHS is an unpaid agreement for individuals employed by another NHS organisation or outside the NHS.

It allows them to:

- Work on NHS systems
- Contribute to knowledge development
- Carry out research
- Participate in training and teaching

The contract ensures compliance with NHS **policies, governance, and confidentiality** requirements and provides clarity around **NHS indemnity** for the individual's honorary role.

This guide is intended for **managers requesting an honorary contract** for someone joining their department.

Step 1: Log into Trac

- Log in to your **Trac account**.
- If you don't have an account, request one via **wih-tr.recruitment@nhs.net**.
- Access Trac here: <https://admin.trac.jobs/admin>

Step 2: Create a New Vacancy Request

- Select **"New Vacancy Request"** at the top right of your Trac screen.

Step 3: Completing Your Vacancy Request

When the page loads:

- **Department:** Select

g) Wirral University Teaching Hospitals – Honorary

- Click **Continue** to load the vacancy request form.
You'll need to complete details in the following tabs:
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Authorisation Tab

Complete all **fields marked with an asterisk (*)**:

- **Cost Code:** Department cost centre
- **Position Number:** 0
- **Full Time Equivalents:** Number of positions required
- **Job Title:** Full job title (required for DBS)
- **Reason for Vacancy Request:** Select *Honorary Post*
- **Funding Source:** Type *Honorary Post – No funding required*
- **11 Vacancy Questions:** All must be completed
- **Target Employment Date:** Optional (helps with timescales)
- **Advertising Scope:** Select *Restricted*
- **3 Authorisers:**
 - Honorary Request
 - Recruitment Approvals
 - Line manager (name and email)

All other non-asterisk fields can be left blank.

Vacancy Details Tab

Complete all **asterisked fields**:

- **Contract Type:** *Honorary*
- **Contract Duration:** Specify duration (max 12 months)
- **Working Pattern:** *Other*

- **Additional Details:** Type *Honorary Contract*
- **Grade (Band):** Type *Honorary Contract*
- **Min/Max Grades:** Choose most appropriate (mandatory field)
- **Salary Dependent on Experience:** Tick this option
- **Salary Details:** Type *Honorary Contract*
- **DBS Check Required:** Select appropriate level
- **Professional Registration:** Yes/No
- **Occupational Health Requirements:** Select appropriate option
- **Advertising Dates:** Set for one week
- **Vacancy Location:** Include
 - Site (e.g., APH/CGH/STC)
 - Town
 - Postcode

All other non-asterisk fields can be left blank.

➤ **Advert Details Tab**

Complete all **asterisked fields**:

- **Main Advert Details:**

Copy this into the Job Overview, Main Duties, and Job Description boxes:

This request is for an honorary contract with Wirral University Teaching Hospital. This is not a job advertisement and is being used solely for pre-employment checks.

Please complete a basic application for this role so the recruitment team can undertake the necessary checks or confirm checks with your substantive employer/education provider.

For questions, contact wih-tr.recruitment@nhs.net.

- **Contact Details:**

- Manager's name
- Manager's job title
- Telephone number
- Email address
- **Primary Speciality (Display):** Type *Honorary Contract*
- **Staff Group:** Select *Administration and Clerical*
- **Sector & Disciplines:** Select *Administration Services – Administration*

All other fields can be left blank.

Documents Tab

- **Functional Requirements:** Attach the **completed OH Risk ID Form** (available on the intranet)
- **Job Description:** Optional – upload if available

No other attachments required.

Longlisting Tab

- **N/A** – No information required.
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Shortlisters Tab

- Add the **line manager's name** (required to submit).

Shortlisting will not be applicable.

Interviewers Tab

Add **two interviewer details**:

- Line manager

- “Honorary Requests” contact

Required for submission, though no interview will take place.

Role Requirements Tab

Add **one role requirement**:

1. Click *Add New Role Requirement*
 2. **Assessment Method:** *Application form*
 3. **Type of Criteria:** *Experience*
 4. **Guidance:** *Honorary Contract*
 5. **Score:** 2
 6. Click **Save Role Requirement**
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Questions Tab

- **N/A** – No information required.
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Notes Tab

- **N/A** – No information required.
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Step 4: Submit the Vacancy Request

- Submit your request and **await compliance checks** by Recruitment Services.
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Notes

- You can **save the vacancy request as a draft** and edit any time before submission.
- Drafts must be **submitted or re-edited within 30 days**, or they'll be automatically removed.

 Next Steps

Refer to the **high-level process diagram** for the next stages in the honorary contract approval process.