

Honorary Contract Vacancy Request - Process Overview

Step 1 – Log into Trac

- Access: <https://admin.trac.jobs/admin>

Step2 – Start a New Vacancy Request

- Click “**New Vacancy Request**” (top right).
- **Department:** Select *Wirral University Teaching Hospitals – Honorary*
- Click **Continue**.

Step 3 – Complete Required Tabs

Authorisation Tab

Cost Code: Department cost centre	Position No.: 0
FTE: No. of positions	Job Title: Full title (for DBS)
Reason for Vacancy Request: Honorary Post	Funding: Honorary Post – No funding required
Target Employment Date: Optional	Advertising Scope: <i>Restricted</i>
Authorisers: 1. Honorary Request 2. Recruitment Approvals 3. Line Manager (name + email)	

Vacancy Details

Contract Type: Honorary	Duration: Specify (max 12 months)
Working Pattern: Other → “Honorary Contract”	Grade/Band: Honorary Contract
Salary: Honorary Contract	DBS / OH / Registration: Complete as appropriate
Advertising Dates: 1 week	Location: Site, Town, Postcode

Advert Details Tab

Insert the following in all advert text 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.

Apply so Recruitment can confirm checks. Contact wih-tr.recruitment@nhs.net for queries.

Contact Details: Manager name, title, phone, email	Primary Speciality: <i>Honorary Contract</i>
Staff Group: <i>Administration and Clerical</i>	Sector/Discipline: <i>Admin Services – Administration</i>

Documents Tab

- **Attach:** OH Risk ID Form
- **Optional:** Job description

Shortlisters / Interviewers Tabs

- Add **Line Manager** and **Honorary Requests** names (system requirement only).

Role Requirements Tab

Add one item:

- **Assessment:** Application form
- **Criteria:** Experience
- **Guidance:** Honorary Contract
- **Score:** 2

Questions / Notes / Longlisting Tabs

- N/A

Step 4 – Submit

- Submit for **Recruitment Services compliance check**.
- **Drafts** expire if not submitted within **30 days**.

 **Tip:** You can save and edit any time before submission.

 For help: wih-tr.recruitment@nhs.net