

NHS ELECTRONIC STAFF RECORD

ESR-NHS0259 - GUIDE TO ESRBI POSITION ANALYSIS DASHBOARD

Information Classification: PUBLIC

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Approvals:

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DOCUMENT CONTROL

CHANGE RECORD

Date	Author	Version	Change Reference
25/01/2017	Matt Madya	0.1	Initial Draft
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03/04/2017	Matt Madya	2.0	Updated following new ESRBI developments
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01/04/2022	Matt Madya	12.0	Annual Review
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REVIEWERS

Name	Position
Charlotte Barnett	Assistant Development Advisor - BI
Chris Holroyd	Development Advisor - BI
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DISTRIBUTION

Copy No.	Name	Location
1	Library Master	Project Library
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Design Assumptions

The following design assumptions have been made and can be applied to all analyses and dashboards:

1. All analyses have an export button to enable the user to export to their format of choice.
2. All analyses have an 'Add to Briefing Book' button enabled to allow the user to group national analyses together into a board-report type document.
3. All dashboards are designed on a screen resolution of 1024 x 768 pixels to prevent horizontal scroll bars being displayed (except where wide tables of data are required).

Examples

Where applicable, the examples included in this document contain fictional data only. The names and other personal details are fictional although look realistic enough to provide a useful example.

Position Analysis Dashboard

Description

This dashboard is designed to provide the user with information around positions created within workstructures as at a specified effective date.

Allocation

This dashboard is available to the following URPs:

XXX BI Administration
XXX Finance Reporting
XXX Finance Reporting and Hub Mapping
XXX HR Administration
XXX HR Administration (With RA)
XXX HR Management
XXX Local Workstructures Administration

Summary Tab

Description

This analysis provides authorised users with position related information at a summary level as at the user specified effective date. This includes FTE and Headcount variance reporting.

Prompts

Organisation
Cost Centre
Subjective Code
Staff Group
Position Type
Position Grade Description
Occupation Code
Hiring Status
Short Term Supernumerary
Effective Date
Organisation Level 1-13
Cost Centre Organisation Level 1-12
Show only positions where position has been vacant for previous X Days where X =

Column Selectors

Cost Centre and Organisation Level 1-13

Data Items

Position Number	Management Cost
Position Title	Hiring Status
Staff Group	Hiring Status Start Date
Role	Hiring Status Proposed End Date

Grade	Short Term Supernumerary
Organisation	FTE Budgeted
Cost Centre	FTE Actual
Subjective Code	FTE Variance
Occupation Code	Headcount Budgeted
Working Hours	Headcount Actual
Working Hours Frequency	Organisation Level 1-13
Cost Centre Organisation Level 1-13	Area of Work
Position Type	Location Name
Contract Type	Primary Area of Work
Frontline Healthcare Worker	Secondary Area of Work

Example Screenshot

Position	Position Name	Staff Group	Role	Grade	Organisation	Cost Centre	Subjective Code	Occupation Code	Working Hours
00000000	00000000 BI Analyst B2A Data	Add Prof Scientific and Technic	Advanced Practitioner	XN06 Non Review Body Band 6	000 Organisation	000M000	0000K000	S2P	37.5
00000000	00000000 BI Analyst B2A Data	Add Prof Scientific and Technic	Clinical Psychologist	XN06 Non Review Body Band 6	000 Organisation	000M000	0000K000	S2L	37.5
00000000	00000000 BI Analyst B2A Data	Add Prof Scientific and Technic	Clinical Psychologist	XN06 Non Review Body Band 6	000 Organisation	000M000	0000K000	S2L	37.5
00000000	00000000 BI Analyst B2A Data	Add Prof Scientific and Technic	Clinical Psychologist	XN06 Non Review Body Band 6	000 Organisation	000M000	0000K000	S2L	37.5
00000000	00000000 BI Analyst B2A Data	Add Prof Scientific and Technic	Clinical Psychologist	XN06 Non Review Body Band 6	000 Organisation	000M000	0000K000	S2L	37.5
00000000	00000000 BI Analyst B2A Data	Add Prof Scientific and Technic	Clinical Psychologist	XN06 Non Review Body Band 6	000 Organisation	000M000	0000K000	S2L	37.5
00000000	00000000 BI Analyst B2A Data	Add Prof Scientific and Technic	Pharmacist	XN06 Non Review Body Band 6	000 Organisation	000M000	0000K000	S0P	37.5
00000000	00000000 BI Analyst B2A Data	Add Prof Scientific and Technic	Pharmacist	XN06 Non Review Body Band 6	000 Organisation	000M000	0000K000	S0P	37.5
00000000	00000000 BI Analyst B2A Data	Add Prof Scientific and Technic	Pharmacist	XN06 Non Review Body Band 6	000 Organisation	000M000	0000K000	S2P	37.5
00000000	00000000 BI Analyst B2A Data	Add Prof Scientific and Technic	Pharmacist	XN06 Non Review Body Band 6	000 Organisation	000M000	0000K000	S2P	37.5
00000000	00000000 BI Analyst B2A Data	Add Prof Scientific and Technic	Pharmacist	XN06 Non Review Body Band 6	000 Organisation	000M000	0000K000	S2P	37.5
00000000	00000000 BI Analyst B2A Data	Add Prof Scientific and Technic	Pharmacist	XN06 Non Review Body Band 6	000 Organisation	000M000	0000K000	S2P	37.5

Detail Tab

Description

This analysis provides authorised users with detailed information regarding both occupied and vacant positions within ESR.

Prompts

Organisation(s)
 Cost Centre
 Staff Group(s)
 Assignment Category
 Person Type(s)
 Employee Person Type(s)
 Assignment Status
 Occupation Code
 Pay Grade(s)
 Job Sharer
 Primary Assignments Only
 Position
 Position Type
 Hiring Status
 Short Term Supernumerary
 Subjective Code

Workplace Org Code
 Workplace Org Name
 Effective Date

View Selectors

Table

Table (inc. Interface)

Data Items

Cost Centre	Position Effective Start Date
Organisation	Position Effective End Date
Position	Management Cost
Position Name	Hiring Status
Position Type	Hiring Status Start Date
Deanery Post Number	Hiring Status Proposed End Date
Care Group	EPP Post
Title	DBS Disclosure Type
Initials	Adult Barred List Check Required
First Name	Child Barred List Check Required
Last Name	Eligible for OH Processing
Role	Short Term Supernumerary
Staff Group	Workplace Org Code
Latest Hire Date	Workplace Org Name
Pay Grade	CRS Position Name 1
Pay Grade Description	CRS Position Description 1
Grade Effective Start Date	CRS Position Name 2
Assignment Number	CRS Position Description 2
Assignment Start Date	CRS Position Name 3
Assignment End Date	CRS Position Description 3
Assignment Category	CRS Position Name 4
Assignment FTE	CRS Position Description 4
FTE Start Date	CRS Position Name 5
FTE End Date	CRS Position Description 5
Subjective Code	CRS Position Name 6
Position Grade Description	CRS Position Description 6
Occupation Code	CRS Position Name 7
Working Hours	CRS Position Description 7
Working Hours Frequency	CRS Position Name 8
Cost Centre Organisation Level 1-12	CRS Position Description 8
Organisation Level 1-13	Area of Work
Interface (Table Inc. Interface view only)	Frontline Healthcare Worker (Position)
Primary Area of Work	Frontline Healthcare Worker (Assignment)

Secondary Area of Work	
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Organisation Summary Tab

Description

This analysis provides authorised users with organisation related information at summary level.

Data Items

Organisation	Staff Group
Org L1-13	Department Manager
Cost Centre	Department Payslip Delivery Point
cc Org L1-12	FTE Budgeted
Organisation Type	FTE Actual
Occupation Code	FTE Variance

Example Screenshot

Organisation	Cost Centre	Department Manager	Department Payslip Delivery Point	Organization Type	FTE Budgeted	FTE Actual	FTE Variance
504 Haemochem Pathology	504D1610			Department	7.49		-7.49
504 Microbiology	504D1580			Department	2.35		-2.35
504 Pathology	504D1575			Section	1.08		-1.08
504 Pathology General	504D1575			Department	11.29		-11.29

Organisation Detail Tab

Description

This analysis provides authorised users with detailed organisation related information.

Data Items

Title	Costing End Date
Initials	Asg Cost Centre
Last Name	Subjective Code
Employee Number	Sub Analysis1
Assignment Number	Sub Analysis2
Progression Point Value	Charitable Marker
FTE	Hiring Status
Working Hours	Hiring Status Start Date
Working Hours Frequency	Hiring Status Proposed End Date
Organisation	EPP Post
Location	Eligible for OH Processing
Staff Group	NHS CRS Sponsor Employee Number
Role	NHS CRS Sponsor
Position	NACS Code
Pay Scale	NACS Code Description
Payroll CC Entity	NHS CRS Worklist Description
Org Cost Centre	NHS CRS Worklist Name
Proportion	Short Term Supernumerary
Costing Start Date	Deanery Post Number
Care Group	

Example Screenshot

Title	Initials	Last Name	Employee Number	Assignment Number	Progression Point Value	FTE	Working Hours	Working Hours Frequency	Location	Staff Group	Role	Position
Dr	J	Blogs	00000000	00000000	000	0.00	10.0	Sessions/Week	Default Home	Administrative and Clerical	Officer	0000000 Director 000 Corporate
Dr	J	Blogs	00000000	00000000	000	0.00	10.0	Sessions/Week	Default Home	Medical and Dental	Consultant	0000000 Director 000 Corporate
Dr	J	Blogs	00000000	00000000	000	0.00	11.0	Week	Default Home	Medical and Dental	Trust Grade Doctor - Specialty Registrar	0000000 Director 000 Corporate
Dr	J	Blogs	00000000	00000000	000	0.00	11.0	Week	Default Home	Medical and Dental	Trust Grade Doctor - Specialty Registrar	0000000 Director 000 Corporate
Dr	J	Blogs	00000000	00000000	000	0.00	11.0	Week	Default Home	Medical and Dental	Trust Grade Doctor - Specialty Registrar	0000000 Director 000 Corporate
Dr	J	Blogs	00000000	00000000	000	0.00	11.0	Week	Default Home	Medical and Dental	Trust Grade Doctor - Specialty Registrar	0000000 Director 000 Corporate
Dr	J	Blogs	00000000	00000000	000	0.00	11.0	Week	Default Home	Medical and Dental	Trust Grade Doctor - Specialty Registrar	0000000 Director 000 Corporate
Dr	J	Blogs	00000000	00000000	000	0.00	11.0	Week	Default Home	Medical and Dental	Trust Grade Doctor - Specialty Registrar	0000000 Director 000 Corporate
Dr	J	Blogs	00000000	00000000	000	0.00	11.0	Week	Default Home	Medical and Dental	Trust Grade Doctor - Specialty Registrar	0000000 Director 000 Corporate
Dr	J	Blogs	00000000	00000000	000	0.00	11.0	Week	Default Home	Medical and Dental	Trust Grade Doctor - Specialty Registrar	0000000 Director 000 Corporate
Dr	J	Blogs	00000000	00000000	000	0.00	11.0	Week	Default Home	Medical and Dental	Trust Grade Doctor - Specialty Registrar	0000000 Director 000 Corporate
Dr	J	Blogs	00000000	00000000	000	0.00	11.0	Week	Default Home	Medical and Dental	Trust Grade Doctor - Specialty Registrar	0000000 Director 000 Corporate

Medical & Dental Tab

Description

This analysis shows the unique deanery post numbers assigned to position numbers in ESR. Deanery Post Numbers are highlighted where they are entered against more than one position. These should be checked and corrected if necessary.

Prompts

Effective Date

Position Number

Hiring Status

Deanery Post Number

Managing Deanery Body

Data Items

Organisation	Deanery Post Number
Position Number	Managing Deanery Body
Position Name	Host/Lead Employer

Example Screenshot

Organisation	Position Number	Position Name	Deanery Post Number	Managing Deanery Body	Host/Lead Employer
000 NHS ESR Organisation	10002000	000000 Specialty Registrar A2B Clinical Oncology	NHS/N0010/010/STRH/001	NHS	Lead Employer
000 NHS ESR Organisation	10002000	000000 Specialty Registrar A2B Clinical Oncology	NHS/N0010/010/STRH/001	NHS	Lead Employer
000 NHS ESR Organisation	10002000	000000 Specialty Registrar A2B Clinical Oncology	NHS/N0010/010/STRH/001	NHS	Lead Employer
000 NHS ESR Organisation	10002000	000000 Specialty Registrar A2B Clinical Oncology	NHS/N0010/010/STRH/001	NHS	Lead Employer
000 NHS ESR Organisation	10002000	000000 Specialty Registrar A2B Clinical Oncology	NHS/N0010/010/STRH/001	NHS	Lead Employer
000 NHS ESR Organisation	10002000	000000 Specialty Registrar A2B Clinical Oncology	NHS/N0010/010/STRH/001	NHS	Lead Employer
000 NHS ESR Organisation	10002000	000000 Specialty Registrar A2B Clinical Oncology	NHS/N0010/010/STRH/001	NHS	Lead Employer
000 NHS ESR Organisation	10002000	000000 Specialty Registrar A2B Clinical Oncology	NHS/N0010/010/STRH/001	NHS	Lead Employer
000 NHS ESR Organisation	10002000	000000 Specialty Registrar A2B Clinical Oncology	NHS/N0010/010/STRH/001	NHS	Lead Employer
000 NHS ESR Organisation	10002000	000000 Specialty Registrar A2B Clinical Oncology	NHS/N0010/010/STRH/001	NHS	Lead Employer
000 NHS ESR Organisation	10002000	000000 Specialty Registrar A2B Clinical Oncology	NHS/N0010/010/STRH/001	NHS	Lead Employer
000 NHS ESR Organisation	10002000	000000 Specialty Registrar A2B Clinical Oncology	NHS/N0010/010/STRH/001	NHS	Lead Employer

Vacant Positions Tab

Description

This analysis returns a list of Positions which are currently vacant but were occupied in the period, with a last occupied date against each position.

Prompts

Organisation
Cost Centre
Subjective Code
Staff Group
Grade Description
Occupation Code
Hiring Status
Position Type
Short Term Supernumerary
Workplace Org Code
Workplace Org Name
Effective Date

Data Items

Position	Workplace Org Name
Position Title	Location Name
Position Type	Short Term Supernumerary
Staff Group	Cost Centre
Role	Subjective Code
Area Of Work	Working Hours
Primary Area of Work	Working Hours Frequency
Secondary Area of Work	Hiring Status
Occupation Code	Position FTE
Frontline Healthcare Worker	Position Headcount
Grade	Created Date
Organisation	Last Occupied Date
Workplace Org Code	

Example Screenshot

Occupation Code	Frontline Healthcare Worker	Grade	Organisation	Workplace Org Code	Workplace Org Name	Location Name	Short Term Supernumerary	Cost Centre	Subjective Code	Working Hours	Working Hours Frequency	Hiring Status	Position FTE	Position Headcount	Created Date	Last Occupied Date
NSA	Yes	000[XR06]Review Body Band 6	000 NHS Organisation			ESR House, Warwick, CV1 1AB		000C620	0002A461	37.5	Week	Active	3.10	1	01/05/2018	30/11/2024
G2D	No	000[XR05]Review Body Band 5	000 NHS Organisation			ESR House, Warwick, CV1 1AB		000RLP1	0002K151	37.5	Week	Active	3.13	4	16/08/2018	01/03/2025
G2D	No	000[XR05]Review Body Band 5	000 NHS Organisation			ESR House, Warwick, CV1 1AB		000REP1	0002K151	37.5	Week	Active	1.10	2	16/08/2018	01/03/2025
G2D	No	000[XR04]Review Body Band 4	000 NHS Organisation			ESR House, Warwick, CV1 1AB		000REP1	0002K141	37.5	Week	Active	1.00	1	14/12/2018	28/02/2025
U4H	Yes	000[XR05]Review Body Band 5	000 NHS Organisation			ESR House, Warwick, CV1 1AB		000C100	0002G251	37.5	Week	Active	1.00	1	27/03/2019	22/01/2025
G2A	No	000[XR07]Review Body Band 7	000 NHS Organisation			ESR House, Warwick, CV1 1AB		000M041	0002K171	37.5	Week	Active	1.00	1	30/04/2019	27/11/2024
G2A	No	000[XR04]Review Body Band 4	000 NHS Organisation			ESR House, Warwick, CV1 1AB		000M001	0002K141	37.5	Week	Active	1.00	1	03/05/2019	31/01/2025
G2A	No	000[XR05]Review Body Band 5	000 NHS Organisation			ESR House, Warwick, CV1 1AB		000M016	0002K151	37.5	Week	Active	1.00	1	28/05/2020	01/12/2024
G2A	No	000[XR05]Review Body Band 5	000 NHS Organisation			ESR House, Warwick, CV1 1AB		000M039	0002K151	37.5	Week	Active	3.00	3	06/08/2020	13/12/2024
S1E	Yes	000[XR06]Review Body Band 6	000 NHS Organisation			ESR House, Warwick, CV1 1AB		000C503	0002C561	37.5	Week	Active	0.90	2	07/10/2020	09/12/2024
SSF	Yes	000[XR04]Review Body Band 4	000 NHS Organisation			ESR House, Warwick, CV1 1AB		000C203	0002C641	37.5	Week	Active	0.80	1	09/10/2020	01/12/2024
N0A	Yes	000[XR08]Review Body Band 8 - Range A	000 NHS Organisation			ESR House, Warwick, CV1 1AB		000C622	0002A281	37.5	Week	Active	1.00	1	23/02/2021	19/10/2024
G2A	No	000[XR04]Review Body Band 4	000 NHS Organisation			ESR House, Warwick, CV1 1AB		000C604	0002K141	37.5	Week	Active	1.60	2	01/10/2021	02/02/2025
S0K	Yes	000[XR06]Review Body Band 6	000 NHS Organisation			ESR House, Warwick, CV1 1AB		000C505	0002C861	37.5	Week	Active	0.60	1	08/10/2021	26/02/2025
S1G	Yes	000[XR07]Review Body Band 7	000 NHS Organisation			ESR House, Warwick, CV1 1AB		000C000	0002C671	37.5	Week	Active	1.00	1	15/10/2021	31/12/2024