DWP | Department for Work and Pensions

Change Implementation

Implementation Update
Project Name: Universal Jobmatch
Reference: J2414
Date: September 2012

Business: *Author to tick (✓) each part of the business affected by the change.*

Pensions	Benefits	Work Services	Contracted Customer Services	Contact Centre Services	Operational Excellence
		√		√	

Audience: All CCS Agents Working with Employers
All WSD Employer Facing Staff

For all DWP business areas/job roles dealing with input to employer accounts on Employer Relationship Management (ERM) and input to vacancies on Labour Market System (LMS).

To: Group Change Leads (UJ) From: ███████████████████

Cc: Group Implementation Managers (GIMs)

Subject: **Preparing for Universal Jobmatch: ensuring vacancies and employer records are ready to migrate to Universal Jobmatch.**

Action: **Employer records and vacancy details must be accurately recorded prior to the launch of Universal Jobmatch.**

Timing: **Immediate**

Update:

1. Universal Jobmatch will reuse employer data currently held on ERM. As a minimum all employer records with an associated live, revived and suspended LMS vacancy will be migrated to Universal Jobmatch the weekend before the service is launched.

2. In order to be prepared for Universal Jobmatch, a list of vacancy "must haves" has been put together for staff dealing with vacancies and partial vacancies to ensure that they migrate successfully to the new service.

3. Each vacancy/partial vacancy must contain the following details:
   - A linked employer record in ERM.
   - A job description title.
   - A job description.
   - A valid "hours per week" value.

- A valid four figure Standard Occupational Classification (SOC). or a blank SOC code.
- A minimum salary that is not greater than the maximum salary.
- A valid post code if the country is the UK.

4. There should always be an employer account on both ERM and LMS-staff will need to check that this is the case (following relevant guidance), ensuring that there is no duplication of records. Staff should always check the notepad in the LMS employer record to identify whether there is a duplicate employer record in existence. The guidance for this can be accessed here.

5. Employers will need a post code to register to use Universal Jobmatch-it is essential that ERM records have an accurate and valid post code, as well as full information on all employer records and vacancies. Guidance on how to do this can be accessed here.

6. All staff working with employers and vacancies must ensure that these steps and processes are followed. If these processes are not followed then records will not migrate into the Universal Jobmatch service. This would result in extra work post go live to clear rejected employer records and vacancies.

Contact Us	OPD Change Team		
	Team Project Lead	███████████	███████████
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If you have any queries about this communication, please contact your local change team as follows: