

How to create a job listing – Add the job advert in NHS Jobs user guide

This guide gives you instructions for how to add the job advert details when creating a job listing in the NHS Jobs service.

To add the details of the job, you'll add the:

- job overview including introducing the role, adding the main duties of the role, and giving an overview of your organisation
- job description
- person specification including qualifications, experience, and any additional criteria
- supporting information from your organisation's library (optional)

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the employer dashboard.

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Job overview

This page gives you instructions for how to add the job overview.

The different statuses are:

- **NOT STARTED** – you haven't started the job listing section.
- **STARTED** – you've started the job listing section but it's incomplete.
- **COMPLETED** – you've completed the job listing section.
- **CANNOT START YET** – you need to complete all sections before this is available.

To add the job overview, complete the following steps:

1. Select the '[Job overview](#)' link.

You're viewing NHS BSA Training
Signed in as NHSBSA Training Sign Out

BETA Your [feedback](#) will help us to improve this service.

NHS BSA Training
Training and Support Officer job listing

DRAFT
 Reference no: T1111-22-8930

Job listing incomplete
 You have completed 4 of 12 sections.

Add the job title

Job title and reference number	COMPLETED
--	------------------

Add the details of the job

About the job and pay	COMPLETED
Location	COMPLETED
Contact details and closing date	COMPLETED

Add the job overview, job description and person specification

1 Job overview	NOT STARTED
Job description	NOT STARTED
Person specification	NOT STARTED
Supporting information	NOT STARTED


Create the advert for your vacancy

This page gives you instructions for how to create the advert for your vacancy.

Important: You'll need the relevant job description and person specification documentation to help you enter the details about the job.

Read the information on the page and complete the following step:

1. Select the '[Continue](#)' button.


Jobs

You're viewing [NHS Business Services Authority](#) [Change](#)
Signed in as [NHS BSA Training](#) [Sign Out](#)

BETA

 Your [feedback](#) will help us to improve this service.

[< Go back](#)

Create a job advert

Create the advert for your Training and Support Officer vacancy

The information you give will help jobseekers decide if they want to apply.

To create your advert, you'll start by adding information under 3 headings:

- introduce the role
- briefly describe the main duties of the role
- an overview of your organisation

Job description

You can then enter the full job description. You can copy and paste this from a document.

Person specification

You can add the criteria that you want to score against. You can enter essential or desirable qualifications, experience, and any other criteria.

Creating your advert this way means we can make sure all job listings will be displayed in the correct format.

After you have published your listing

If you need to advertise the same job in the future, you can reuse and edit this information for a new listing.

1

Continue

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[Cookies](#)
[How to create and publish jobs](#)

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Provide a job overview to create your advert

This page gives you instructions for how to provide a job overview to create your advert.

Important: You'll add your full job description, person specification and any supporting documents later.

Introduce the role

This section gives you instructions for how to introduce the role.

Important: Give a short summary of the role and why this person should work for you. Potential applicants will read this first so inform, engage, and excite. You have a minimum limit of 100 characters and a maximum limit of 1500 characters, including spaces.

To introduce the role, complete the following step:

1. In the **Introduce the role** box, enter the details.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS Business Services Authority' and 'Signed in as NHS BSA Training'. The main heading is 'Provide a job overview to create your advert' for a 'Training and Support Officer' role in 'DRAFT' status. Below this, there's a text box for 'Introduce the role' with a character count of 1500 remaining. A yellow circle with the number '1' is placed next to the text box, indicating the step to be completed.

Tip: Use the characters remaining number to keep within the limit.

Go to the '[Briefly describe the main duties of the role](#)' section.

Briefly describe the main duties of the role

This section gives you instructions for how to briefly describe the main duties of the role.

Important: This will help someone decide if they want to apply. Do not repeat information from the job description here, as this will appear later in the advert. You have a minimum limit of 100 characters and a maximum limit of 1500 characters, including spaces.

To briefly describe the main duties of the role, complete the following step:

2. In the **Main duties of the role** box, enter the details.

Briefly describe the main duties of the role

This will help someone decide if they want to apply. Do not repeat information from the job description here, as this will appear later in the advert.

You have a limit of 1500 characters, including spaces.

← → B / ☰ ☰

2

You have 1500 characters remaining

Tip: Use the characters remaining number to keep within the limit.

Go to the '[Give an overview of your organisation](#)' section.

Give an overview of your organisation

This section gives you instructions for how to give an overview of your organisation.

Important: Introduce the team, the atmosphere, work ethic and benefits of working at your organisation. You have a minimum limit of 100 characters and a maximum limit of 1500 characters, including spaces.

To give an overview of your organisation, complete the following steps:

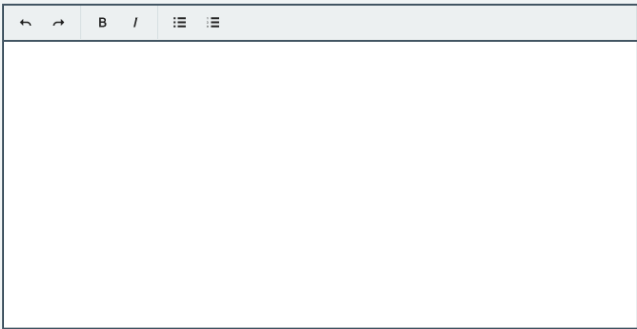
3. In the **Overview of your organisation** box, enter the details.
4. Select the [‘Save and continue’](#) button.
or
5. Select the [‘Save and come back later’](#) link.

Give an overview of your organisation

Introduce the team, the atmosphere, work ethic and benefits of working at your organisation.

You have a limit of 1500 characters, including spaces.

3



You have 1489 characters remaining

4 [Save and continue](#)

5 [Save and come back later](#)

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Tip: Use the characters remaining number to keep within the limit.

If you select the [‘Save and come back later’](#) link, you’ve reached the end of this user guide.

Check and save the job overview

This page gives you instructions for how to check and save the job overview.

To check, change and save the job overview, complete the following steps:

1. Select the ['Change'](#) link (optional).
2. Select the ['Save and continue'](#) button.

NHS Jobs

You're viewing **NHS Business Services Authority** [Change](#)

Signed in as **NHS BSA Training** [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

Create a job advert

Check and save the job overview

Job overview

Job summary [Change](#) 1

Give a short summary of the role and why this person should work for you. Potential applicants will read this first so inform, engage and excite.

Main duties of the job

This will help someone decide if they want to apply. Do not repeat information from the job description here, as this will appear later in the advert.

Overview of your organisation

Introduce the team, the atmosphere, work ethic and benefits of working at your organisation. Let applicants know why they would want to work here.

2 **Save and continue**

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You've completed the job overview

This page shows confirmation you've completed the job overview section.

Important: You need to complete all sections before you can publish your listing.

To go to the next section of your task list, complete the following steps:

1. Select the '[Job description](#)' link to begin this section.
or
2. Select the 'Save and come back later' link.

The screenshot shows the 'Training and Support Officer job listing' page in a 'DRAFT' state. The page is divided into several sections, each with a progress indicator:

- Add the job title:** 'Job title and reference number' is marked as 'COMPLETED'.
- Add the details of the job:** 'About the job and pay', 'Location', and 'Contact details and closing date' are all marked as 'COMPLETED'.
- Add the job overview, job description and person specification:** 'Job overview' is 'COMPLETED'. 'Job description' is marked with a red circle and the number 1, and is currently 'NOT STARTED'. 'Person specification' and 'Supporting information' are also 'NOT STARTED'.
- Add pre-application and additional application questions:** 'Pre-application questions' and 'Additional application questions' are both 'NOT STARTED'.
- Add the internal documents:** 'Internal documents' is 'NOT STARTED'.
- Add the recruitment team:** 'Recruitment team' is 'NOT STARTED'.
- Add the Welsh (Cymraeg) translation for this advert:** 'Welsh translation' is marked as 'CANNOT START YET'.

At the bottom of the page, a red circle with the number 2 highlights the 'Save and come back later' link. A message at the bottom states: 'You need to complete all sections before you send it for approval.'

If you select the 'Save and come back later' link, you've reached the end of this user guide.

Add the job description

This page gives you instructions for how to add the job description.

Important: You'll be able to upload the job description as a supporting file later on. Applicants find it useful to refer to these documents. You have a minimum limit of 100 characters and a maximum limit of 10000 characters, including spaces.

To add the job description, complete the following steps:

1. In the **Job description** box, enter the details.
2. Select the ['Save and continue'](#) button.

The screenshot shows the 'Add the Job Description' page in the NHS Jobs system. At the top, it indicates the user is viewing a training account for Dan Moore, signed in as Dan Moore, with a 'Sign Out' option. The page title is 'Create a job advert' and the main heading is 'Add the Job Description'. Below the heading, there is a tip: 'Either type in or copy and paste your job description. Creating it this way means we can make sure all listings will appear in the correct format.' A callout box states: 'You'll be able to upload the job description as a supporting file later on. Applicants find it useful to refer to these documents.' Below this, it says 'You have a limit of 10000 characters, including spaces.' A large text input field is provided, with a character count below it showing 'You have 10000 characters remaining'. A yellow circle with the number '1' points to the input field. Below the input field, there is a green 'Save and continue' button and a blue link 'Save and come back later'. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

Tip: Either type in or copy and paste your job description. Creating it this way means we can make sure all listings will appear in the correct format. Use the characters remaining number to keep within the limit.

Check and save the job description

This page gives you instructions for how to check and save the job description.

To check, change and save the job description, complete the following steps:

1. Select the ['Change'](#) link (optional).
2. Select the ['Save and continue'](#) button.

The screenshot displays the 'Check and save the job description' page on the NHS Jobs portal. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, a 'Signed in as NHS BSA Training' and 'Sign Out' link are visible. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area is titled 'Create a job advert' and 'Check and save the job description'. Under 'Job description', there is a text input field with the instruction: 'Either type in or copy and paste your job description. Creating it this way means we can make sure all listings will appear in the correct format.' To the right of the text is a 'Change' link with a yellow circle containing the number '1'. Below the text input is a green button labeled 'Save and continue' with a yellow circle containing the number '2'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by the copyright notice '© Crown copyright'.

You've completed the job description

This page shows confirmation you've completed the job description section.

To go to the next section of your task list, complete the following steps:

1. Select the '[Person specification](#)' link to begin this section.
or
2. Select the 'Save and come back later' link.

NHS Jobs

You're viewing NHS BSA Training [Change](#)

Signed in as NHSBSA Training [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

NHS BSA Training
Training and Support Officer job listing

DRAFT
Reference no: T1111-23-9573

Job listing incomplete
You have completed 6 of 13 sections.

Add the job title

[Job title and reference number](#) **COMPLETED**

Add the details of the job

[About the job and pay](#) **COMPLETED**

[Location](#) **COMPLETED**

[Contact details and closing date](#) **COMPLETED**

Add the job overview, job description and person specification

[Job overview](#) **COMPLETED**

[Job description](#) **COMPLETED**

1 [Person specification](#) **NOT STARTED**

[Supporting information](#) **NOT STARTED**

Add pre-application and additional application questions

[Pre-application questions](#) **NOT STARTED**

[Additional application questions](#) **NOT STARTED**

Add the internal documents

[Internal documents](#) **NOT STARTED**

Add the recruitment team

[Recruitment team](#) **NOT STARTED**

Add the Welsh (Cymraeg) translation for this advert

[Welsh translation](#) **CANNOT START YET**

You need to complete all sections before you send it for approval.

2 [Save and come back later](#)

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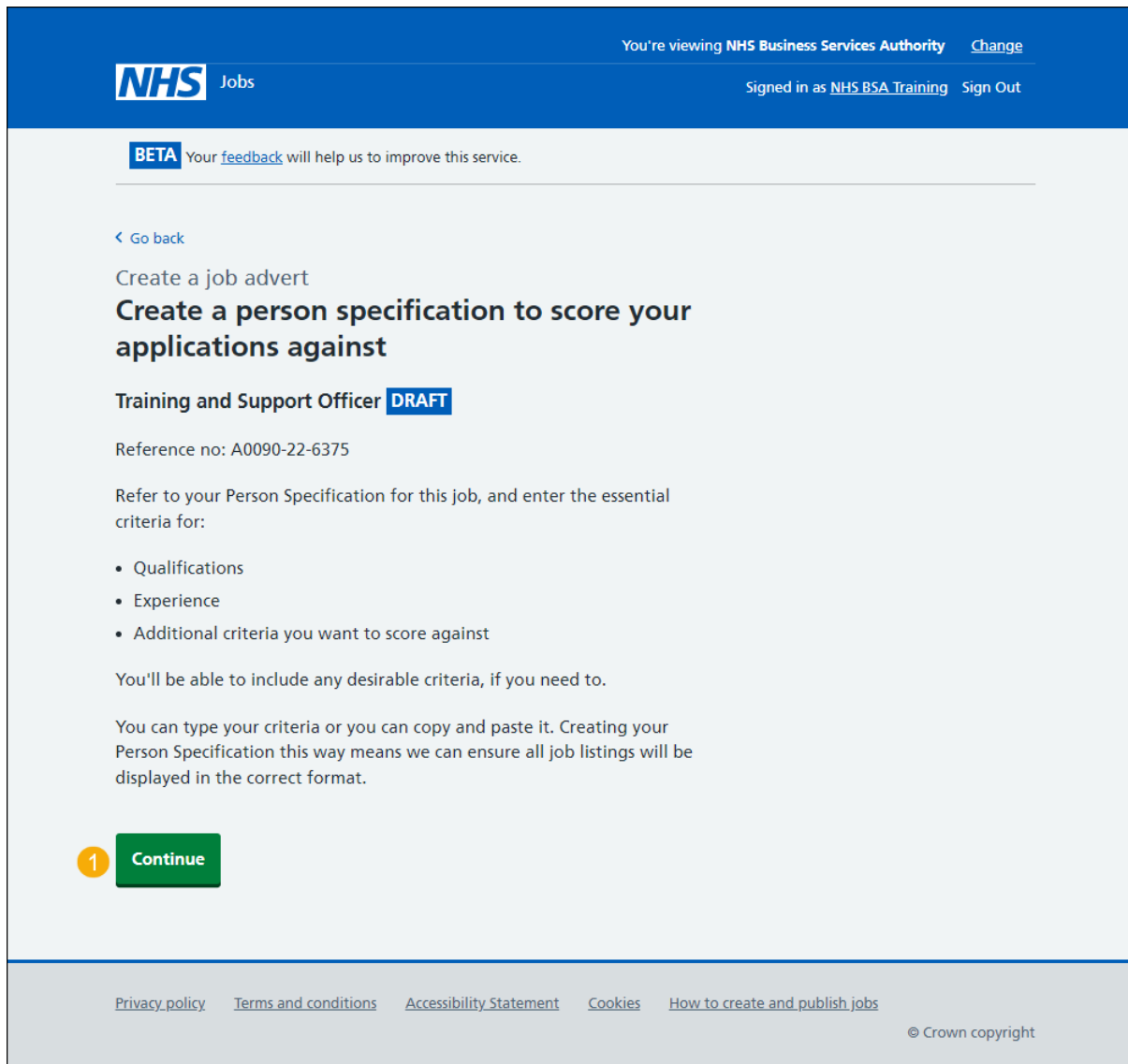
If you select the 'Save and come back later' link, you've reached the end of this user guide.

Create a person specification to score your applications against

This page gives you instructions for how to create a person specification to score your applications against.

Read the information on the page and complete the following step:

1. Select the ['Continue'](#) button.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHS BSA Training' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main content area is titled 'Create a job advert' and 'Create a person specification to score your applications against'. The job title is 'Training and Support Officer' with a 'DRAFT' badge. The reference number is 'A0090-22-6375'. The instructions state: 'Refer to your Person Specification for this job, and enter the essential criteria for:'. A list of criteria includes: 'Qualifications', 'Experience', and 'Additional criteria you want to score against'. It also mentions that desirable criteria can be included. A 'Continue' button is highlighted with a yellow circle containing the number '1'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Enter qualifications criteria

This page gives you instructions for how to enter the qualifications criteria.

To enter the qualifications criteria, complete the following step:

1. Select the ['Enter qualifications criteria'](#) button.

NHS Jobs You're viewing **NHS Business Services Authority** [Change](#)

Signed in as **NHS BSA Training** [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[< Go back](#)

Create a job advert

Add your person specification

Training and Support Officer **DRAFT**

Reference no: A0090-22-6375

Refer to your Person Specification and type or copy and paste your criteria under Qualifications and Experience. You can add more criteria you want to score against.

To make your scoring easier, list only the criteria you want to see evidence of.

Qualifications

List your essential criteria. You can list desirable criteria, if you have any.

1 [Enter qualifications criteria](#)

List your qualifications criteria

This page gives you instructions for how to list your qualifications criteria.

Important: Refer to your Person Specification to either type the information, or copy and paste from them. Make sure to press the 'Enter' key after each criteria, so it'll appear on a new line as a bullet point.

Essential criteria

This section gives you instructions for how to confirm the essential criteria.

To confirm the essential criteria, complete the following steps:

1. In the **Essential criteria** box, enter the details.

[NHS](#) Jobs You're viewing [NHS Business Services Authority](#) [Change](#)
Signed in as [NHS.BSA.Training](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Create a job advert

List your Qualifications criteria

Training and Support Officer **DRAFT**

Reference no: A0090-22-6375

When you score an application, you'll tick a box against the criteria they give evidence of. When you've scored all your applications, they'll be displayed to you in a high to low points list for you to compare and choose your shortlist from.

Listing only the criteria you want to see evidence of will make it easier to find the information and score it.

Refer to your Person Specification to either type the information, or copy and paste from them. Make sure to press Enter after each criteria, so it'll appear on a new line as a bullet point.

Essential criteria

For example,

- GCSE grade A to C in English and Maths
- Qualified to NVQ level 2 in Health and Social Care

1

Tip: An example of an essential criteria is GCSE grade A to C in English and Maths.

Desirable criteria

This section gives you instructions for how to confirm any desirable criteria.

To confirm any desirable criteria, complete the following steps:

2. In the **Desirable criteria** box, enter the details (optional).
3. Select the [Save and continue](#) button.

Desirable criteria

For example,

- Qualified in Phlebotomy
- Qualified to NVQ level 3

2

3 **Save and continue**

[Save and come back later](#)

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Tip: An example of a desirable criteria is Qualified to NVQ level 3.

Enter experience criteria

This page gives you instructions for how to enter the experience criteria.

To enter the experience criteria, complete the following step:

1. Select the '[Enter experience criteria](#)' button.

You're viewing **NHS Business Services Authority** [Change](#)

Signed in as **NHS BSA Training** [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[< Go back](#)

Create a job advert

Add your person specification

Training and Support Officer DRAFT

Reference no: A0090-22-6375

Refer to your Person Specification and type or copy and paste your criteria under Qualifications and Experience. You can add more criteria you want to score against.

To make your scoring easier, list only the criteria you want to see evidence of.

Qualifications

List your essential criteria. You can list desirable criteria, if you have any.

Qualifications, List your essential criteria. You can list desirable criteria, if you have any.

Essential	Desirable	Actions
GCSE grade A to C in English and Maths	Qualified in Phlebotomy	Change or
Qualified to NVQ level 2 in Health and Social Care	Qualified to NVQ level 3	delete

Experience

List your essential criteria. You can list desirable criteria, if you have any.

1 Enter experience criteria

List your experience criteria

This page gives you instructions for how to list your experience criteria.

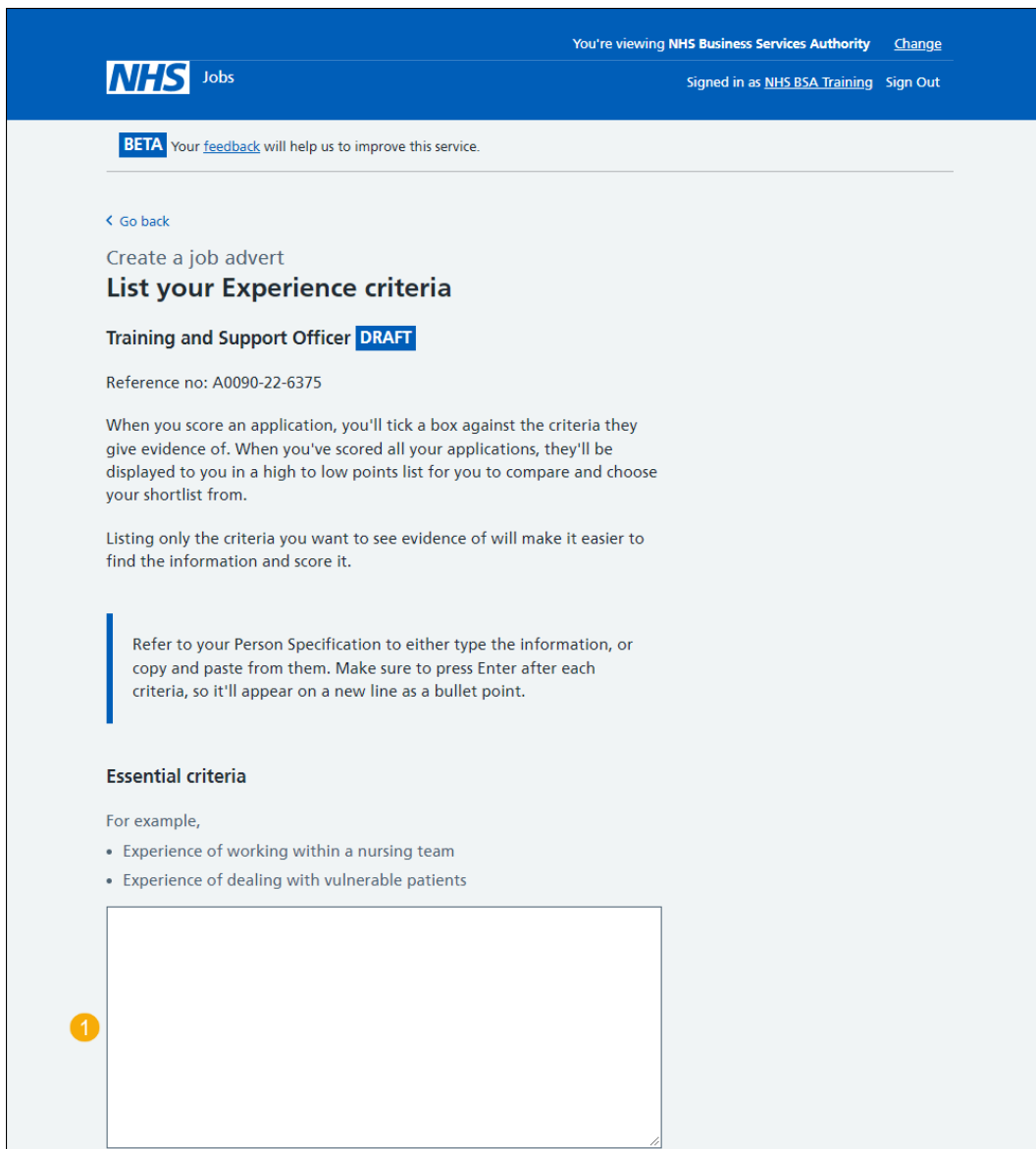
Important: Refer to your Person Specification to either type the information, or copy and paste from them. Make sure to press the 'Enter' key after each criteria, so it'll appear on a new line as a bullet point.

Essential criteria

This section gives you instructions for how to confirm the essential criteria.

To confirm the essential criteria, complete the following steps:

1. In the **Essential criteria** box, enter the details.



The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. Below that, it says 'Signed in as NHS.BSA.Training' with a 'Sign Out' link. The main content area has a blue header with the NHS logo and 'Jobs'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Create a job advert' followed by 'List your Experience criteria'. The job title is 'Training and Support Officer' with a 'DRAFT' badge. The reference number is 'A0090-22-6375'. There is a paragraph explaining that when scoring applications, users tick boxes against criteria they give evidence of, and these are displayed in a high to low points list for shortlisting. Another paragraph states that listing only the criteria you want to see evidence of will make it easier to find information and score it. A callout box with a blue vertical bar contains the text: 'Refer to your Person Specification to either type the information, or copy and paste from them. Make sure to press Enter after each criteria, so it'll appear on a new line as a bullet point.' Below this is the 'Essential criteria' section, which includes the text 'For example,' followed by two bullet points: 'Experience of working within a nursing team' and 'Experience of dealing with vulnerable patients'. At the bottom, there is a large empty text box with a yellow circle containing the number '1' next to it, indicating where to enter the criteria.

Desirable criteria

This section gives you instructions for how to confirm any desirable criteria.

To confirm any desirable criteria, complete the following steps:

2. In the **Desirable criteria** box, enter the details (optional).
3. Select the [Save and continue](#) button.

Desirable criteria

For example,

- Experience of working in primary care
- Experience of working in a GP practice

2

3 **Save and continue**

[Save and come back later](#)

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Enter additional criteria

This page gives you instructions for how to enter any additional criteria (optional).

To enter any additional criteria, complete the following step:

1. Select the '[Enter more criteria](#)' button (optional).

You're viewing [NHS Business Services Authority](#) [Change](#)
Signed in as [NHS BSA Training](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Create a job advert

Add your person specification

Training and Support Officer DRAFT

Reference no: A0090-22-6375

Refer to your Person Specification and type or copy and paste your criteria under Qualifications and Experience. You can add more criteria you want to score against.

To make your scoring easier, list only the criteria you want to see evidence of.

Qualifications

List your essential criteria. You can list desirable criteria, if you have any.

Qualifications, List your essential criteria. You can list desirable criteria, if you have any.

Essential	Desirable	Actions
GCSE grade A to C in English and Maths	Qualified in Phlebotomy	Change or
Qualified to NVQ level 2 in Health and Social Care	Qualified to NVQ level 3	delete

Experience

List your essential criteria. You can list desirable criteria, if you have any.

Experience, List your essential criteria. You can list desirable criteria, if you have any.

Essential	Desirable	Actions
Experience of working within a nursing team	Experience of working in primary care	Change or
Experience of dealing with vulnerable patients	Experience of working in a GP practice	delete

Additional criteria

Add more criteria you want to score against. You'll list this the same way you did for Qualifications and Experience.

1 Enter more criteria

If you don't want to add additional criteria, go to the '[Add your person specification](#)' page.

Add additional criteria

This page gives you instructions for how to add any additional criteria.

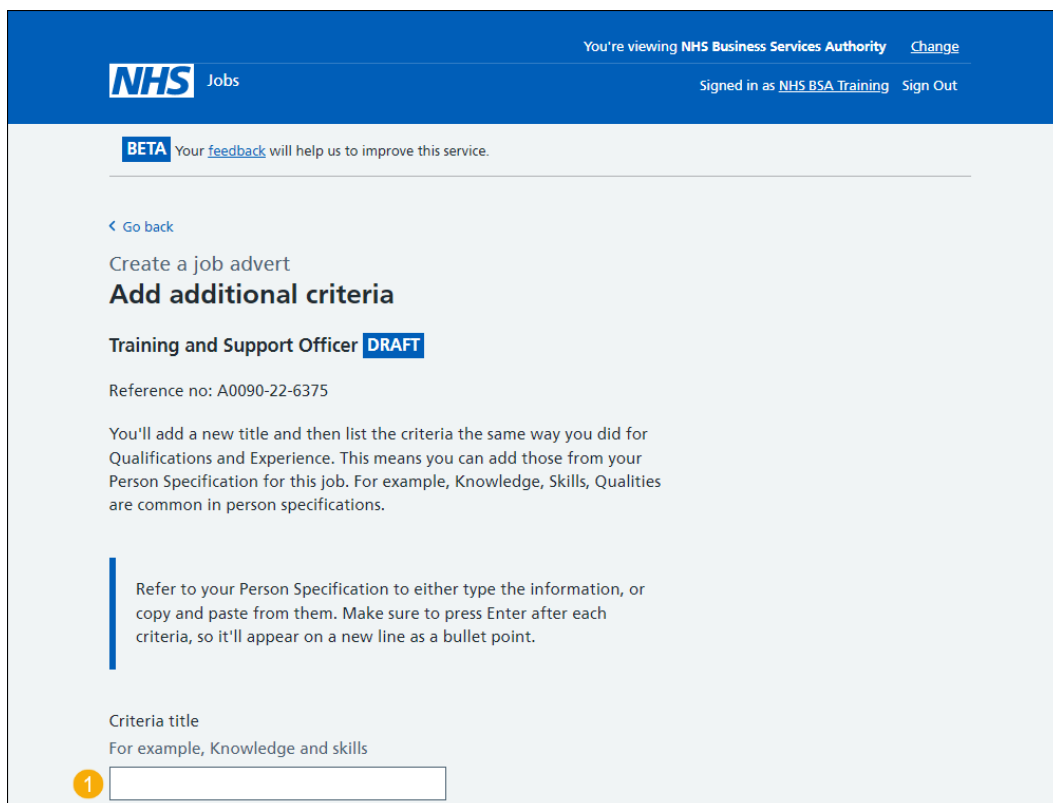
Important: You'll only see this page if you're adding additional criteria. Refer to your Person Specification to either type the information, or copy and paste from them. Make sure to press the 'Enter' key after each criteria, so it'll appear on a new line as a bullet point.

Criteria title

This section gives you instructions for how to add the criteria title.

To add the criteria title, complete the following steps:

1. In the **Criteria title** box, enter the details.



The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as NHS.BSA.Training' with a 'Sign Out' link is on the right. A 'BETA' badge and a feedback message are at the top. Below is a 'Go back' link and the breadcrumb 'Create a job advert'. The main heading is 'Add additional criteria' for the job 'Training and Support Officer' in 'DRAFT' status. The reference number is 'A0090-22-6375'. The instructions state: 'You'll add a new title and then list the criteria the same way you did for Qualifications and Experience. This means you can add those from your Person Specification for this job. For example, Knowledge, Skills, Qualities are common in person specifications.' A callout box repeats the important instruction: 'Refer to your Person Specification to either type the information, or copy and paste from them. Make sure to press Enter after each criteria, so it'll appear on a new line as a bullet point.' At the bottom, there is a 'Criteria title' label with the example 'For example, Knowledge and skills' and a text input field with a '1' in a yellow circle next to it.

Go to the ['Essential criteria'](#) page.

Essential criteria

This section gives you instructions for how to add the essential criteria.

To add the essential criteria, complete the following step:

2. In the **Essential criteria**, enter the details.

You can type your list or you can copy and paste it from an existing document. Press Enter or Return after each one to put them on a new line in your list.

Essential criteria

For example,

- Ability to provide quality care
- Good interpersonal and communication skills

2

Tip: An example of an essential criteria is good interpersonal and communication skills.

Desirable criteria

This section gives you instructions for how to add any desirable criteria.

To add any desirable criteria, complete the following steps:

3. In the **Desirable criteria**, enter the details (optional).
4. Select the [Save and continue](#) button.

Desirable criteria

For example,

- Basic IT skills
- Awareness of blood-borne viruses

3

4 **Save and continue**

[Save and come back later](#)

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Tip: An example of a desirable criteria is basic IT skills.

Manage your person specification

This page gives you instructions for how to manage your person specification.

Important: If you delete any information, you'll not be able to recover this.

To manage your person specification, complete the following steps:

1. Select a '[Change](#)' link (optional).
2. Select a '[Delete](#)' link (optional).
3. Select the '[Enter more criteria](#)' button (optional).
4. Select the '[Save and continue](#)' button.

NHS Jobs
You're viewing NHS Business Services Authority [Change](#)
Signed in as NHS.BSA.Training [Sign Out](#)

BETA Your feedback will help us to improve this service.

[Go back](#)

Create a job advert

Add your person specification

Training and Support Officer DRAFT

Reference no: A0090-22-1614

Refer to your Person Specification and type or copy and paste your criteria under Qualifications and Experience. You can add more criteria you want to score against.

To make your scoring easier, list only the criteria you want to see evidence of.

Qualifications

List your essential criteria. You can list desirable criteria, if you have any.

Qualifications, List your essential criteria. You can list desirable criteria, if you have any.

Essential	Desirable	Actions
GCSE grade A to C in English and Maths	Qualified in digital training	Change 1
Qualified to NVQ level 2 in Training and Support		delete 2

Experience

List your essential criteria. You can list desirable criteria, if you have any.

Experience, List your essential criteria. You can list desirable criteria, if you have any.

Essential	Desirable	Actions
Experience of working within a digital team	Experience of working in the NHS	Change 1
Experience of dealing with training requirements	Experience of working in an office environment	delete 2

Additional criteria

Add more criteria you want to score against. You'll list this the same way you did for Qualifications and Experience.

Additional criteria, Add more criteria you want to score against. You'll list this the same way you did for Qualifications and Experience.

Criteria	Essential	Desirable	Actions
Knowledge and skills	Ability to create quality care	Good interpersonal and communication skills	Change 1 delete 2

3 Enter more criteria

4 Save and continue

[Save and come back later](#)

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Check and save the person specification

This page gives you instructions for how to check and save the person specification.

To check, change and save the person specification, complete the following steps:

1. Select a '[Change](#)' link (optional).
2. Select the '[Save and continue](#)' button.

You're viewing [NHS Business Services Authority](#) [Change](#)


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Create a job advert

Check and save the person specification

Qualifications	<p>Essential criteria Change 1</p> <p>GCSE grade A to C in English and Maths Qualified to NVQ level 2 in Training and Support</p> <p>Desirable criteria</p> <p>Qualified in digital training</p>
Experience	<p>Essential criteria Change 1</p> <p>Experience of working within a digital team Experience of dealing with training requirements</p> <p>Desirable criteria</p> <p>Experience of working in the NHS Experience of working in an office environment</p>
Knowledge and skills	<p>Essential criteria Change 1</p> <p>Ability to create quality care Good interpersonal and communication skills</p>

2 [Save and continue](#)

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You've completed the person specification

This page shows confirmation you've completed the person specification section.

Important: You need to complete all sections before you can publish your listing.

To go to the next section of your task list, complete the following steps:

1. Select the '[Supporting documents](#)' link to begin this section.
or
2. Select the 'Save and come back later' link.

The screenshot shows the 'Training and Support Officer job listing' page on the NHS Jobs portal. The page is in 'DRAFT' status with reference number T1111-23-9573. It indicates that 7 of 13 sections are completed. The sections and their completion status are as follows:

Section	Status
Job title and reference number	COMPLETED
About the job and pay	COMPLETED
Location	COMPLETED
Contact details and closing date	COMPLETED
Job overview	COMPLETED
Job description	COMPLETED
Person specification	COMPLETED
1 Supporting information	NOT STARTED
Pre-application questions	NOT STARTED
Additional application questions	NOT STARTED
Internal documents	NOT STARTED
Recruitment team	NOT STARTED
Welsh translation	CANNOT START YET

At the bottom of the task list, there is a '2 Save and come back later' link. A note states: 'You need to complete all sections before you send it for approval.'

The footer contains links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance, along with the copyright notice: © Crown copyright.

If you select the 'Save and come back later' link, you've reached the end of this user guide.

Do you want to add supporting information to the advert?

This page gives you instructions for how to confirm if you want to add any supporting information to the advert.

Important: You can add supporting documents and links to this advert. These could help applicants decide whether to apply.

To confirm if you want to add any supporting information to the advert, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ button.

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NHS Jobs

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Create a job advert

Do you want to add supporting information to the advert?

Training and Support Officer **DRAFT**

Reference no: T1111-22-8930

You can add supporting documents and links to this advert. These could help applicants decide whether to apply.

1 Yes No

2 [Save and continue](#)

[Save and come back later](#)

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Your advert's supporting information

This page gives you instructions for how to add supporting information to your advert.

To add supporting information to your advert, complete the following steps:

1. Select the '[Add from your organisation's library](#)' button (optional).
2. Select the '[Add new document](#)' button (optional).
3. Select the '[Add new link](#)' button (optional).

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[Go back](#)

Create a job advert

Your Training and Support Officer advert's supporting information

Training and Support Officer DRAFT

Reference no: T1111-22-8930

1
Add from your organisation's library

Documents

You can add up to 4 documents to the job advert.

No documents have been added yet.

2
Add new document

Links

You can add up to 10 links to the job advert.

No links have been added yet.

3
Add new link

Save and continue

[Save and come back later](#)

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Add from your organisation's library

This page gives you instructions for how to add supporting information from your organisation's library.

Important: You'll only see this page if you're adding supporting information from your organisation's library.

Documents

This section gives you instructions for how to add a document from your organisation's library.

To add a document from your organisation's library, complete the following steps:

1. Select a document box (optional).
2. Select the 'Download document' link to view the document (optional).

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS BSA Training', 'Signed in as NHSBSA Training', and 'Sign Out' on the right. Below the header, a blue box contains the text 'BETA Your feedback will help us to improve this service.' Below this, there is a '< Go back' link and the text 'Create a job advert'. The main heading is 'Add from your organisation's library'. Below this, it says 'Training and Support Officer' followed by a blue 'DRAFT' badge. The reference number is 'T1111-22-8930'. The section is titled 'Documents' and includes the instruction 'Select up to 4 documents to add to the job advert'. A table follows with the following structure:

Select	Document	What you can do
<input type="checkbox"/>	Working for the NHSBSA	Download document (DOCX, 12 KB)

A yellow circle with the number '1' is positioned to the left of the selection box, and a yellow circle with the number '2' is positioned to the right of the download link.

Go to the [Links](#) page.

Links

This section gives you instructions for how to add a link from your organisation's library.

To add a link from your organisation's library, complete the following steps:

3. Select a link box (optional).
4. Select a link to view the webpage link (optional).
5. Select the ['Save and continue'](#) button.

Links

Select up to 10 links to add to the job advert

Select	Link	What you can do
3 <input type="checkbox"/>	Working for the NHSBSA	https://www.nhsbsa.nhs.uk/ (opens in new tab) 4

▼ [Adding documents and links to your organisation's library](#)

Documents and links can be added to the organisation's library from the dashboard by users with access. If you do not have access, you'll need to contact a super user:

- NHS BSA Training
- Ashleigh
- NHSBSA Training
- Vasudev
- Jane
- Jen

5

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Tip: To find out which users from your organisation's account can do this, select the 'Adding document and links to your organisation's library'.

Add a new supporting document to the advert

This page gives you instructions for how to add a new supporting document to the advert.

Important: You'll only see this page if you're adding a new document. You can add up to 4 documents. The file you choose must:


- not be larger than 1MB in file size
- be a DOC, DOCX or PDF

In this example, the 'Training and Support Officer' document is selected for upload.

To add a new supporting document to the advert, complete the following steps:

1. Select the 'Choose file' button to find the file.
2. In the '**What do you want to call this document?**' box, enter the details.
3. Select the '[Upload document](#)' button.

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[Go back](#)

Create a job advert

Add a new supporting document to the advert

Training and Support Officer **DRAFT**

Reference no: T1111-22-8930

The file you choose must:

- not be larger than 1MB in file size
- be a DOC, DOCX or PDF

Upload a file

1 Training an...Officer.docx

What do you want to call this document?

Use a name that applicants will understand. For example, Working for the London Ambulance Service

2

3

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Tip: When completing step 2. Use a name that both applicants and your recruitment team will understand. For example, Working for the London Ambulance Service.

Add a new supporting link to the advert

This page gives you instructions for how to add a new supporting link to the advert.

Important: You'll only see this page if you're adding a new link. You can add up to 10 links. When you add a URL, make sure you check the link works as expected. For example, <https://www.nhs.uk>

To add a new supporting link to the advert, complete the following steps:

1. In the **'What is the URL?'** box, enter the details.
2. In the **'What do you want to call this link?'** box, enter the details.
3. Select the **'Add link'** button.

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[< Go back](#)

Create a job advert

Add a new supporting link to the advert

Training and Support Officer DRAFT

Reference no: T1111-22-8930

What is the URL?

For example, <https://www.nhs.uk>

1

What do you want to call this link?

Use a name that applicants will understand. For example, Working for the London Ambulance Service.

2

3 Add link

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Tip: When completing step 2. Use a name that both applicants and your recruitment team will understand. For example, Working for the London Ambulance Service.

Manage the advert supporting information

This page gives you instructions for how to manage the advert supporting information.

To manage the advert supporting information, complete the following steps:

1. Select the '[Add from your organisation's library](#)' button (optional).
2. Select the document 'File name' to view the document (optional).
3. Select the document '[Change](#)' or 'Remove' link (optional).
4. Select the '[Add new document](#)' button (optional).
5. Select the 'URL' to view the webpage (optional).
6. Select the link '[Change](#)' or 'Remove' link (optional).
7. Select the '[Add new link](#)' button (optional).
8. Select the '[Save and continue](#)' button.

NHS Jobs You're viewing NHS BSA Training
Signed in as NHSBSA Training Sign Out

BETA Your feedback will help us to improve this service.

[Go back](#)

Create a job advert

Your Training and Support Officer advert's supporting information

Training and Support Officer **DRAFT**

Reference no: T1111-22-8930

1 [Add from your organisation's library](#)

Documents

You can add up to 4 documents to the job advert.

Name	Document	What you can do
Training and Support Officer	2 Training and Support Officer.docx (DOCX, 12 KB)	Change or Remove 3

4 [Add new document](#)

Links

You can add up to 10 links to the job advert.

Name	URL	What you can do
Working for the NHS	5 https://www.nhs.uk (opens in new tab)	Change or Remove 6

7 [Add new link](#)

8 [Save and continue](#)

[Save and come back later](#)

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Check and save your supporting information

This page gives you instructions for how to check and save your supporting information.

To check, change and save the supporting information, complete the following steps:

1. Select a 'Change' link (optional):
 - ['Do you want to add supporting information to the advert?'](#)
 - ['Supporting documents'](#)
 - ['Supporting links'](#)
2. Select the ['Save and continue'](#) button.


You're viewing NHS BSA Training

Signed in as NHSBSA Training
Sign Out

BETA Your [feedback](#) will help us to improve this service.

Create a job advert

Check and save the supporting information

Do you want to add supporting information to the advert?	Yes	Change
Supporting documents	Training and Support Officer	Change
Supporting links	Working for the NHS	Change

2
Save and continue

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You've completed the supporting information

This page shows confirmation you've completed the supporting information section.

Important: You need to complete all sections before you can publish your listing.

To go to a new section of your task list, complete the following steps:

1. Select a link to begin a section of the task list.
or
2. Select the 'Save and come back later' link.

The screenshot shows the 'Training and Support Officer job listing' page in a 'DRAFT' state. The page is titled 'NHSBSA MW UAT' and 'Reference no: A0201-22-4879'. It indicates that 8 of 13 sections are completed. The sections and their completion status are as follows:

Section	Status
Add the job title	COMPLETED
Add the details of the job	COMPLETED
Add the job overview, job description and person specification	COMPLETED
Add pre-application and additional application questions	NOT STARTED
Add the internal documents	NOT STARTED
Add the recruitment team	NOT STARTED
Add the Welsh (Cymraeg) translation for this advert	CANNOT START YET
Save and come back later	2

At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer also includes '© Crown copyright'.

Tip: To find out how to create a job listing, go to a user guide or video from the 'Create a job listing' section of the 'Help and support for employers' webpage.

You've added the job advert and reached the end of this user guide.