How to create a job listing in NHS Jobs user guide – Add the Welsh (Cymraeg) translation for this advert

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

To add the Welsh translations to your advert, you'll need to:

- Add Welsh translations to some sections of your job listing

Once you've created it, you'll preview it and publish it for jobseekers to apply.

To create and publish a job listing you must be a:

- 'Super user'
- 'Team manager'
- 'Recruitment administrator'

If you're using online approvals, all approvers must approve the listing before it's published.

If you're a Recruiting manager, you can create a listing, but you'll then need to send it for approval to one of the roles in the above list.

Contents

Welsh translation

This page gives you instructions for how to add Welsh translations to your job listing.

To add Welsh translations, complete the following steps:

1. Select the 'Welsh translation' link.

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NHS BSA Training

Training and Support Officer job listing

DRAFT
Reference no: T1111-21-1234

Job listing incomplete

You have completed 11 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

Job overview	COMPLETED
Job description	COMPLETED
Person specification	COMPLETED
Supporting documents	COMPLETED

Add pre-application and additional application questions

Pre-application questions	COMPLETED
Additional application questions	COMPLETED

Add the recruitment team

Recruitment team	COMPLETED

Add the Welsh (Cymraeg) translation for this advert

1 Welsh translation	NOT STARTED

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Do you want to translate this job advert into Welsh (Cymraeg)?

This page gives you instructions for how you confirm if you would like to translate your job advert for Welsh speaking applicants.

To confirm if you need to translate your job advert for Welsh speaking applicants, complete the following steps:

1. Select a 'Change' link:
   - '[Yes](#)'
   - '[No](#)'
2. Select the 'Save and continue' button.

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Create a job advert

Do you want to translate this job advert into Welsh (Cymraeg)?

Training and Support Officer DRAFT

Reference no: T1111-21-1234

If you select yes, you'll need to recreate the whole advert in Welsh (Cymraeg).

○ Yes

○ No

Save and continue

Save and come back later

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What is the job title?

This page gives you instructions for how to add the job title in Welsh (Cymraeg).

To add the job title, complete the following steps:

1. In the **Job title** box, enter the details.
2. Select the '<u>Save and continue</u>' button.

Tip: You can select the 'Save and come back later' link or select the '< Go back' link.

Provide a job overview to create your advert in Welsh (Cymraeg)

This page gives you instructions for how to add the job overview in Welsh (Cymraeg).

Important: You should give a short summary of the role, detail the main duties of the role and why the applicant would want to work for your organisation. Potential applicants will read this first so inform, engage and excite. You can copy and paste the information from another document. The minimum character limit is 100 and the maximum is 1,500 in each box.

To add the job overview, complete the following steps:

1. In the **Introduce the role** box, enter the details.
2. In the **Main duties of the role** box, enter the details.
3. In the **Overview of your organisation** box, enter the details.
4. Select the 'Save and continue' button.

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Create a job advert in Welsh

Provide a job overview to create your advert

Training and Support Officer (Welsh) DRAFT

Reference no: T1111-21-1234

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

Introduce the role

Introduce the role

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 limit of 1500 characters, including spaces.

You have 1489 characters remaining

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.

You have 1489 characters remaining

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.

You have 1489 characters remaining

Save and continue

Save and come back later

[Go to the next page](#)

Add the job description in Welsh (Cymraeg)

This page gives you instructions for how to add the job description in Welsh (Cymraeg).

Important: Either type or copy and paste your job description. Creating this way means we can make sure all listings will appear in the correct format. You'll be able to upload the job description as a supporting file later on. Applicants find it useful to refer to these documents. The minimum character limit is 100 and the maximum is 10,000 in the box.

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.

Add your person specification in Welsh (Cymraeg)

This page gives you instructions for how to add your person specification in Welsh (Cymraeg).

To add the person specification in Welsh (Cymraeg), complete the following steps:

1. Select a 'Change' link:
   - 'Change Welsh translation for qualifications'
   - 'Change Welsh translation for experience'
   - 'Change Welsh translation for additional criteria'
2. Select the 'Save and continue' button.

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Create a job advert in Welsh
Add your person specification

Training and Support Officer (Welsh) DRAFT

Reference no: T1111-21-1234

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 to NVQ level 2 in Training and Support	Qualified in Digital Training Qualified to NVQ level 3	Change Welsh translation 1

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 dealing with digital services	Experience of working in the NHS Experience of working in an office environment	Change Welsh translation 1

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 provide quality products Good interpersonal and communication skills	Basic IT skills Awareness of digital programming	Change Welsh translation 1

2 **Save and continue**

Save and come back later

Go to the next page

List your qualifications criteria

This page gives you instructions for how to list your qualifications criteria in Welsh (Cymraeg).

<mark>Important:</mark> This page is only shown if you have selected to add your qualifications in Welsh (Cymraeg).

To add your qualifications criteria, complete the following steps:

1. In the **Essential criteria** box, enter the details.
2. In the **Desirable criteria** box, enter the details (optional).
3. Select the 'Save and continue' button.

List your experience criteria

This page gives you instructions for how to list your experience criteria in Welsh (Cymraeg).

Important: This page is only shown if you have selected to add your experience in Welsh (Cymraeg).

To add your experience criteria, complete the following steps:

1. In the **Essential criteria** box, enter the details.
2. In the **Desirable criteria** box, enter the details (optional).
3. Select the 'Save and continue' button.

‹ Go back

Create a job advert in Welsh
List your Experience criteria

Training and Support Officer (Welsh) `DRAFT`

Reference no: T1111-21-1234

> 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,
- Experience of working within a nursing team
- Experience of dealing with vulnerable patients

①

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

List your additional criteria

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

Important: This page is only shown if you're adding additional criteria in Welsh (Cymraeg).

To add additional criteria, complete the following steps:

1. In the **Criteria title** box, enter the details.
2. In the **Essential criteria**, enter the details.
3. In the **Desirable criteria**, enter the details (optional).
4. Select the 'Save and continue' button.

Do you want to upload any supporting documents in Welsh (Cymraeg)?

This page gives you instructions for how to confirm if you want to upload any supporting documents to give more information about the role to applicants.

<mark>Important:</mark> An example of a supporting document is a job description or person specification.

To confirm if you want to upload any supporting documents, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Save and continue' button.

You're viewing **NHS BSA Training**

Signed in as NHSBSA Training   Sign Out

NHS Jobs

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The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. Read more about why we are doing this.

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Create a job advert in Welsh
Do you want to upload any supporting documents that will give more information to applicants?

Training and Support Officer DRAFT

Reference no: T1111-21-1234

This will help them decide whether to apply. It may also mean that you get more suitable applicants.

1 (●) Yes   ( ) No

2 **Save and continue**

Save and come back later

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Upload your supporting documents

This page gives you instructions for how to upload your supporting documents.

Important: This page is only shown if you're uploading supporting documents. You can upload 4 supporting documents in a doc, docx, pdf format. The document size is limited to 1MB and the file name must be a maximum of 64 characters. In this example, the 'Welsh document' file is selected for upload.

To choose and upload a document, complete the following steps:

1. Select the 'Choose file' button.
2. Select the '<u>Upload</u>' button.

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Create a job advert in Welsh

Upload your supporting documents

You can upload 4 supporting documents in a doc, docx, pdf. The document size is limited to 1MB.

Training and Support Officer (Welsh) DRAFT

Reference no: T1111-21-1234

Upload a document

1 Choose file   Welsh document.docx

2 Upload   Save and continue

Save and come back later

Tip: You'll need to know where the file is located to find and upload it.

Review your supporting documents

This page gives you instructions for how to review your supporting documents.

<mark>Important:</mark> In this example, the 'Welsh document' file is uploaded. If you're uploading multiple files, repeat the steps on the 'Upload your supporting documents' page.

To view, remove or confirm your document(s), complete the following steps:

1. Select the file name link to view it (optional).
2. Select the 'Remove' link (optional).
3. Select the 'Save and continue' button.

You're viewing **NHS BSA Training**

Signed in as NHSBSA Training   Sign Out

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Create a job advert in Welsh

Upload your supporting documents

You can upload 4 supporting documents in a doc, docx, pdf. The document size is limited to 1MB.

Training and Support Officer (Welsh) DRAFT

Reference no: T1111-21-1234

Upload a document

Choose file   No file chosen

Upload

File name	Size	Action
① Welsh document.docx	109 KB	Remove ②

③ **Save and continue**

Save and come back later

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Add contact details in Welsh (Cymraeg)

This page gives you instructions for how to add the contact details in Welsh (Cymraeg) for applicants to use.

Important: You must add an email address, telephone number or both.

To add the contact details, complete the following steps:

1. In the **Name** box, enter the details.
2. In the **Contact job title** box, enter the details (optional).
3. In the **Email address** box, enter the details.
4. In the **Telephone number** box, enter the details.
5. Select the '<u>Save and continue</u>' button.

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Check and save the Welsh translations

This page gives you instructions for how to check and save the Welsh translations.

To confirm or change the Welsh translations, complete the following steps:

3. Select a 'Change' link (optional):
    - '[Do you want to translate this job advert into Welsh (Cymraeg)?](#)'
    - '[Job title](#)'
    - '[Job overview](#)'
    - '[Job description](#)'
    - '[Person specification](#)'
    - '[Supporting documents](#)'
    - '[Contact details](#)'
4. Select the '[Save and continue](#)' button.

[Go to the next page to see the screen shot.](#)

NHS Jobs

Create a job advert
Check and save the Welsh translations

Do you want to translate this job advert into Welsh (Cymraeg)?	Yes	Change ①
Job title	Training and Support Officer	Change ①

Job overview

Job overview	**Job summary** 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 and tell the applicants why they would want to work there.	Change ①

Job description

Job description	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.	Change ①

Person specification

Qualifications	**Essential criteria** GCSE grade A to C in English and Maths Qualified to NVQ level 2 in Health and Social Care	Change ①

Supporting documents

Do you want to upload supporting documents?	No	Change ①

Contact details

Contact details	[REDACTED]	Change ①

② **Save and continue**

Job listing tasklist

This page gives you instructions for how to view your completed job listing tasklist.

Important: The sections of your tasklist will show statuses of 'Not started', 'Started' and 'Completed', depending on the tasks you have completed. You cannot publish a job listing until all sections are completed.

To review your tasklist, complete the following steps:

1. Select a link to review a section of the tasklist.

Go to the 'How to create a job listing in NHS Jobs – Publish a job listing' user guide or video in the 'Create a job listing' box of the 'Help and support page for employers' webpage.