

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

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

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

- Give information about the job and pay
- Give information on the location of the job
- Give contact details and the closing date of the job

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 then you'll need to send it for approval to one of the roles in the above list.

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About the job and pay

This page gives you instructions for how to add details about the job and pay to your job listing.

To add the details about the job and pay, complete the following steps:

1. Select the ['About the job and pay'](#) link.

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Training and Support Officer job listing

DRAFT
Reference no: T1111-21-1234

Job listing incomplete
You have completed 1 of 12 sections.

Add the job title

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

Add the details of the job

1 About the job and pay	NOT STARTED
Location	NOT STARTED
Contact details and closing date	NOT STARTED

Where will you advertise this job?

This page gives you instructions for how to confirm where you'll advertise this job.

Important: If you choose internally or group internal, you can advertise this job on your organisation's job board or by sharing the listing with someone. If you choose externally, this job is advertised on NHS Jobs where anyone can apply.

To confirm where to advertise this job, complete the following steps:

1. Select an answer.
2. Select the ['Save and continue'](#) button.

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Create a job advert

Where will you advertise this Training and Support Officer job?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Internally
Advertised on your organisation's job board or by sharing the advert with someone.

1 Externally
Advertised on NHS Jobs where anyone can apply.

Group internal
Advertised on your group's internal job board with other organisations. You can also share the advert or reference number with internal staff.

2 [Save and continue](#)

[Save and come back later](#)

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

Do you want to advertise this vacancy as a COVID-19 related job?

This page gives you instructions for how to confirm if you want to advertise this vacancy as a COVID-19 related job.

To confirm if this role is COVID-19 related, complete the following steps:

1. Select an answer.
2. Select the [‘Save and continue’](#) button.

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Create a job advert

Do you want to advertise this vacancy as a COVID-19 related job?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

You can advertise this job as a high priority role if it's COVID-19 related. The advert will be flagged with an  icon to let jobseekers know that the job is COVID-19 related, and appear on a [list of Coronavirus related roles \(opens in a new tab\)](#).

1 Yes No

2 **Save and continue**

[Save and come back later](#)

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Tip: You can select the ‘list of Coronavirus related roles’ link to view all COVID-19 roles.

Why are you advertising this job?

This page gives you instructions for how to confirm why you're advertising this job.

Important: This information is used for reporting purposes only and isn't shown to applicants.

To confirm why you're advertising this job, complete the following steps:

1. Select an answer.
2. Select the '[Save and continue](#)' button.

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Create a job advert

Why are you advertising this Training and Support Officer job?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Replacing someone who's leaving

1 Temporary position, includes maternity and sickness cover

This is a new job

2

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What is the full-time equivalent (FTE) for this vacancy?

This page gives you instructions for how to confirm the full-time equivalent for this role.

Important: You can enter the FTE values ranging from 0.01-999.

To confirm the full-time equivalent for this role, complete the following steps:

1. In the **full-time equivalent** box, enter a number.
2. Select the '[Save and continue](#)' button.

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Create a job advert

What is the full-time equivalent (FTE) for this vacancy?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

1

2 [Save and continue](#)

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What type of contract is it?

This page gives you instructions for how to confirm the contract type.

Important: If you select an option other than 'Permanent', go to the '[What is the contract duration?](#)' page.

To confirm the contract type, complete the following steps:

1. Select an answer.
2. Select the '[Save and continue](#)' button.

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Create a job advert

What type of contract is it?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Contract Type

Permanent

Fixed term

Locum

Training

1 Apprenticeship

Secondment

Voluntary

Honorary

Bank

2 [Save and continue](#)

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What is the contract duration?

This page gives you instructions for how to confirm the contract duration.

Important: This page is only shown if you haven't selected a 'Permanent' contract type.

To confirm the contract duration, complete the following steps:

1. In the **Contract duration** box, enter a number.
2. Select an answer using the drop-down menu.
3. Select the [Save and continue](#) button.

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Create a job advert

What is the contract duration?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Duration Unit days

3 Save and continue

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What is the working pattern?

This page gives you instructions for how to confirm the working pattern.

Important: The 'Flexible working' working pattern is ticked by default. You can untick this option if it's not suitable for this role. You can also select more than one answer.

To confirm the working pattern, complete the following steps:

1. Select an answer.
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Create a job advert

What is the working pattern?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

▼ [More details about the working pattern](#)

If you would like to include further information about the job's working pattern in the advert, you can enter this when you come to create the job overview.

Working pattern

Full-time

Part-time

Job share

Flexible working

Home or remote working

Compressed hours

Term time hours

Annualised hours

2 [Save and continue](#)

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Tip: You can select the 'more details about the working pattern' link for more information.

What is the pay scheme?

This page gives you instructions for how to confirm the pay scheme.

To confirm the pay scheme, complete the following steps:

1. Select an answer:
 - [‘Agenda for change’](#)
 - [‘Hospital medical and dental staff’](#)
 - ‘Very senior manager (VSM)’
 - ‘Other’
2. Select the [‘Save and continue’](#) button.

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What is the pay scheme?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Agenda for Change

Hospital medical and dental staff

1 Very senior manager (VSM)

Other

2 [Save and continue](#)

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What is the agenda for change band?

This page gives you instructions for how to confirm the agenda for change band.

Important: This page is only shown if you've selected 'Agenda for Change'.

To confirm the band, complete the following steps:

1. Select an answer.
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What is the agenda for change band?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Band 2

Band 3

Band 4

Band 5

Band 6

Band 7

1 Band 8a

Band 8b

Band 8c

Band 8d

Band 9

2

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What is the hospital medical and dental staff band?

This page gives you instructions for how to confirm the hospital medical and dental staff band.

Important: This page is only shown if you've selected 'Hospital medical and dental staff'.

To confirm the staff band, complete the following steps:

1. Select an answer.
2. Select the ['Save and continue'](#) button.

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Create a job advert

What is the hospital medical and dental staff band?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Consultant

Foundation Doctor

1 Specialty Doctor

Specialty registrar

Doctor - other

2 [Save and continue](#)

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How do you want to advertise the pay?

This page gives you instructions for how to confirm the pay type.

To confirm the pay type, complete the following steps:

1. Select an answer:
 - [‘Fixed pay’](#)
 - [‘Pay range’](#)
 - [‘Depending on experience’](#)
2. Select the ‘Save and continue’ button.

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Create a job advert

How do you want to advertise the pay?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Fixed pay

1 Pay range

Depending on experience

2 [Save and continue](#)

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What is the fixed pay?

This page gives you instructions for how to confirm the fixed pay.

Important: This page is only shown if you've selected 'Fixed pay'.

To confirm the fixed pay, complete the following steps:

1. In the **Pay amount** box, enter the details.
2. Select an answer using the drop-down menu.
3. In the **More details about the pay box**, enter the details (optional).
4. Select the '[Save and continue](#)' button.

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What is the fixed pay?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Pay amount Unit

1 £ a year 2

More details about the pay (optional)
For example, includes high cost area supplements (HCAS)
This will show on the job advert.

3

4 [Save and continue](#)

[Save and come back later](#)

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Tip: An example of a fixed pay is £30,000 a year.

What is the pay range?

This page gives you instructions for how to confirm pay range.

Important: This page is only shown if you've selected 'Pay range'.

To confirm the pay range, complete the following steps:

1. In the **From** box, enter the details.
2. In the **To** box, enter the details.
3. Select an answer using the drop-down menu.
4. In the **More details about the pay box**, enter the details (optional).
5. Select the '[Save and continue](#)' button.

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What is the pay range?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

from

1 £

to

2 £

Timeframe

3 a year

More details about the pay (optional)
For example, includes high cost area supplements (HCAS)
This will show on the job advert.

4

5 **Save and continue**

[Save and come back later](#)

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Tip: An example of a pay range is £20,000 to £30,000 a year.

More details about the pay (optional)

This page gives instructions for how to confirm more details about the pay, if applicable to the job listing.

Important: This page is only shown if you've selected 'Depending on experience'.

To add more details about the pay, complete the following steps:

1. Enter the details (optional).
2. Select the [Save and continue](#) button.

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Create a job advert

More details about the pay (optional)

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

For example, includes high cost area supplements (HCAS) or plus inner London HCAS

1

2 **Save and continue**

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What is the staff group?

This page gives you instructions for how to confirm the staff group.

Important: You must select the correct staff group as it's used by jobseekers when searching for these types of roles.

To confirm the staff group, complete the following steps:

1. Select an answer.
2. Select the ['Save and continue'](#) button.

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Create a job advert

What is the staff group?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Select one from the list.

- Additional Clinical Services
- Additional Professional Scientific & Technical
- Administrative & Clerical
- Allied Health Professionals
- 1** Estates & Ancillary
- Healthcare Scientists
- Medical & Dental
- Nursing & Midwifery Registered
- Students

2

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What is the area of work?

This page gives you instructions for how to choose the area of work.

To choose the area of work, complete the following steps:

1. In the **Area of work** box, select an answer using the drop-down menu.
2. Select the [Save and continue](#) button.

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What is the area of work?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Area of work

1

2 [Save and continue](#)

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How will jobseekers apply?

This page gives you instructions for how jobseekers will apply.

Important: If you select 'CV application', applicants are given a blank box to add their information. If you select 'Online application form', applicants are given questions to answer based on the person specification information you added.

To confirm how jobseekers will apply, complete the following steps:

1. Select an answer.
2. Select the ['Save and continue'](#) button.

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Create a job advert

How will jobseekers apply?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

CV application

1 Online application form

2 [Save and continue](#)

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Check and save the job details

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

To confirm or change the job details, complete the following steps:

1. Select a 'Change' link (optional):
 - ['Where it's being advertised'](#)
 - ['Is it COVID-19 related?'](#)
 - ['Why it's being advertised'](#)
 - ['Full-time equivalent \(FTE\)'](#)
 - ['Contract type'](#)
 - ['Contract duration \(optional\)'](#)
 - ['Working pattern'](#)
 - ['Payscheme'](#)
 - ['Pay'](#)
 - ['Staff group'](#)
 - ['Area of work'](#)
 - ['Application method'](#)
2. Select the 'Save and continue' button.

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

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Create a job advert

Check and save the job details

Where it's being advertised	Externally	Change
Is it COVID-19 related?	No	Change
Why it's being advertised	This is a new job	Change
Full-time equivalent (FTE)	0.75	Change
Contract type	Fixed-term	Change 1
Contract duration	3 years	Change
Working pattern	Full-time, Flexible working	Change
Payscheme	Other	Change
Pay	£25000 a year	Change
Staff group	Administrative & Clerical	Change
Area of work	Administration	Change
Application method	Online applications	Change

2 [Save and continue](#)

[Go to the next page](#)

Job listing tasklist

This page gives you instructions for how to view your 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 start completing a new section of your tasklist, complete the following steps:

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

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

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Training and Support Officer job listing

DRAFT

Reference no: T1111-21-1234

Job listing incomplete

You have completed 2 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

1 [Location](#)

NOT STARTED

[Contact details and closing date](#)

NOT STARTED

[Job overview](#)

NOT STARTED

[Job description](#)

NOT STARTED

[Person specification](#)

NOT STARTED

[Supporting documents](#)

NOT STARTED

Add pre-application and additional application questions

[Pre-application questions](#)

NOT STARTED

[Additional application questions](#)

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](#)

[Go to the next page](#)

Could the job be based at more than one location?

This page gives you instructions for how to confirm if the job could be based at more than one location.

Important: You can add a total of 10 locations, including the primary location. All locations are searchable by jobseekers.

To confirm if there's more than one location, complete the following steps:

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

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Create a job advert

Could the job be based at more than one location?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Adding more than one location will allow more applicants to find the job advert.

1 Yes No

2 [Save and continue](#)

[Save and come back later](#)

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Is the job address correct?

This page gives you instructions for how to confirm if the job address is correct.

Important: This page will only show if the job isn't based at more than one location.

To confirm if the job address is correct, complete the following steps:

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

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Create a job advert

Is the job address correct?

Training and Support Officer **DRAFT**

Reference no: T1111-21-8350

NHS BSA Training

Nhs Property Services Ltd
Goldcrest Way
Newcastle Upon Tyne
NE15 8NY

1 Yes No

2 **Save and continue**

[Save and come back later](#)

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Find the job location address

This page gives you instructions for how to find the job location address.

Important: This page is only shown if the job is based at more than one location.

To find the job location address, complete the following steps:

1. In the **Job location postcode** box, enter the details.
2. Select the ['Find the address'](#) button.

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Create a job advert

Find the job location address

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Enter the postcode to find the address.

Job location postcode

1

2 [Find the address](#)

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Postcode results

This page gives you instructions for how to select the job location address from the search results.

Important: This page is only shown if the job is based at more than one location.

To select the job location address, complete the following steps:

1. Select an answer:
 - [‘Address is shown’](#)
 - [‘Address is not shown’](#)
2. Select the ‘Continue’ button.

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Create a job advert

We found 1 results for NE1 6SN

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Select the correct job location.

Prescription Pricing Division, 152 Pilgrim Street, Newcastle Upon Tyne, NE1 6SN

1 or

It's not any of these - add an address

2 **Continue**

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Add a job location

This page gives you instructions for how to add a job location.

Important: This page is only shown if you can't find the job location address.

To add a new job location, complete the following steps:

1. In the **Address line 1** box, enter the details.
2. In the **Address line 2** box, enter the details (optional).
3. In the **Town or city** box, enter the details.
4. In the **County** box, enter the details (optional).
5. In the **Postcode** box, enter the details.
6. Select the ['Save and continue'](#) button.

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Create a job advert

Add a job location

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

You do not need to add your organisations main address.

Address line 1

1

Address line 2 (optional)

2

Town or city

3

County (optional)

4

Postcode

5

6

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Tip: You don't need to add your organisations main address.

Where else could the job be based?

This page gives you instructions for how to confirm if the job could be based elsewhere.

Important: This page is only shown if the job is based at more than one location.

To change, remove or add another location, complete the following steps:

1. Select the [‘Change’](#) or [‘Remove’](#) link (optional).
2. Select the [‘Add another’](#) button (optional).
3. Select the [‘Save and continue’](#) button.

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Create a job advert

Where else could the job be based?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

NHS BSA Training

Organisation address	Goldcrest Way Newcastle Upon Tyne NE15 8NY
Another address	152 Pilgrim Street Newcastle Upon Tyne NE1 6SN

[Change](#) or [Remove](#)

2 [Add another](#)

3 [Save and continue](#)

[Save and come back later](#)

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Check and save the location details

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

To confirm or change the location details, complete the following steps:

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

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Create a job advert

Check and save the location details

[Change](#) **1**

Name	NHS BSA Training
Job location	Goldcrest Way Newcastle Upon Tyne NE15 8NY
Could the job be based at more than one location?	Yes
Other job locations	152 Pilgrim Street Newcastle Upon Tyne NE1 6SN

2 [Save and continue](#)

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Job listing tasklist

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

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

To start completing a new section of your tasklist, complete the following steps:

1. Select the ['Contact details and closing date'](#) link to begin this section.
2. Select the 'Save and come back later' link (optional).

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

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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 3 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

1 [Contact details and closing date](#)

NOT STARTED

Add the job overview, job description and person specification

[Job overview](#)

NOT STARTED

[Job description](#)

NOT STARTED

[Person specification](#)

NOT STARTED

[Supporting documents](#)

NOT STARTED

Add pre-application and additional application questions

[Pre-application questions](#)

NOT STARTED

[Additional application questions](#)

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](#)

[Go to the next page](#)

Add contact details

This page gives you instructions for how to add the contact details 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 **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 '[Save and continue](#)' button.

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Create a job advert

Add contact details

This is someone who'd be available to talk on the phone or answer emails from applicants about the job. You can list the department if there's no one that applicants can contact directly.

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Name

1

Job title (optional)

2

You can enter an email address, telephone number, or both

Email address

3

Telephone number

4

5

[Save and come back later](#)

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What is the closing date for applications?

This page gives you instructions for how to confirm the closing date for applications.

Important: Applications will close at 11:59pm on the date you choose.

To confirm the closing date, complete the following steps:

1. In the **Closing date** boxes, enter the details.
2. Select the [‘Save and continue’](#) button.

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Create a job advert

What is the closing date for applications?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

Enter closing date
For example, 27 3 2020

Day	Month	Year
1 <input type="text"/>	<input type="text"/>	<input type="text"/>

Applications for this job will close at 11:59pm on the date you choose.

2 **Save and continue**

[Save and come back later](#)

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Tip: You must enter the date in the DD-MM-YYYY format. For example, 12 1 2019.

Check and save the contact details and closing date

This page gives you instructions for how to check and save the job contact details and closing date.

To confirm or change the contact details or closing date, complete the following steps:

1. Select a 'Change' link (optional):
 - ['Contact details'](#)
 - ['Closing date'](#)
2. Select the 'Save and continue' button.

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Create a job advert

Check and save the contact details and closing date

Contact details	Joe Bloggs joe.bloggs@nhs.net	Change 1
Closing date	30/11/2021	Change

2 [Save and continue](#)

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Job listing tasklist

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To begin completing your tasklist, complete the following steps:

1. Select a link to begin a section of the tasklist.
2. Select the 'Save and come back later' link (optional).

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

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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 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

[Job overview](#) **NOT STARTED**

1 [Job description](#) **NOT STARTED**

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

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

Add pre-application and additional application questions

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

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

Add the recruitment team

1 [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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Tip: You must complete all sections of the tasklist before you are able to add Welsh translations to your advert. This section will only appear if you have Welsh organisation settings turned on.

Go to the 'How to create a job listing in NHS Jobs – Add the job advert' user guide or video in the 'Create a job listing' box of the '[Help and support page for employers](#)' webpage.