

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 add the:

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

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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About the job and pay

This page gives you instructions for how to confirm the details about the job and pay.

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 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 Assistant job listing

DRAFT

Reference no: A0090-22-2319

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 organisations 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 add where you'll advertise this job, complete the following steps:

1. Select an answer.
2. Select the '[Save and continue](#)' button.
or
3. Select the 'Save and come back later' link
4. Select the '< Go back' link to go back to the previous page.

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4

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Create a job advert
Where will you advertise this Training and Support Assistant job?

Training and Support Assistant **DRAFT**

Reference no: T1111-22-6109

☐ 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

3

[Save and come back later](#)

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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 you want to advertise this vacancy as a COVID-19 related job, complete the following steps:

1. Select the 'list of Coronavirus related roles' link to view all COVID-19 roles (optional).
2. Select an answer.
3. 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 Assistant **DRAFT**

Reference no: T1111-22-6109

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

2 ☐ Yes ☐ No

3 **Save and continue**

[Save and come back later](#)

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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 add 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 Assistant job?

Training and Support Assistant **DRAFT**

Reference no: A0090-22-5515

☐ Replacing someone who's leaving

1 ☐ Temporary position, includes maternity and sickness cover

☐ This is a new job

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.

To add the contract type, complete the following steps:

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

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Create a job advert

What type of contract is it?

Training and Support Assistant **DRAFT**

Reference no: A0090-22-5515

Contract Type

1

☐ Permanent

☐ Fixed term

☐ Locum

☐ Training

☐ Apprenticeship

☐ Secondment

☐ Voluntary

☐ Honorary

☐ Bank

2

Save and continue

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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 vacancy.

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

To add the full-time equivalent for this vacancy, 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 Assistant **DRAFT**

Reference no: A0090-22-2319

1

2 **Save and continue**

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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: You'll only see this page if you've selected an 'Hospital medical and dental staff band'.

To add the hospital medical and dental 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 Assistant **DRAFT**

Reference no: A0090-22-5515

☐

 Consultant

☐

 Foundation Doctor

1

☐

☐☐

2

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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 add 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 Assistant **DRAFT**

Reference no: A0090-22-2319

☐ 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: You'll only see this page if you've selected a 'Fixed pay'. For example, £30,000 a year.

To add the fixed pay, complete the following steps:

1. In the **Pay amount** box, enter the details.
2. In the **Unit** box, 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 Assistant

DRAFT

Reference no: A0090-22-2319

Pay amount

Unit

1

£

2

a year

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

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What is the pay range?

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

Important: You'll only see this page if you've selected a 'Pay range'. For example, £20,000 to £30,000 a year.

To add the pay range, complete the following steps:

1. In the **From** box, enter the details.
2. In the **To** box, enter the details.
3. In the **Timeframe** box, 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 Assistant
DRAFT

Reference no: A0090-22-2319

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

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More details about the pay (optional)

This page gives instructions for how to confirm more details about the pay (optional).

Important: You'll only see this page if you've selected 'Depending on experience'.

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

1. In the '**More details**' box, 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 Assistant **DRAFT**

Reference no: A0090-22-2319

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

1

2 [Save and continue](#)

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

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 for job searches and reporting data quality.

To add the staff group, complete the following steps:

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

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What is the staff group?

Training and Support Assistant **DRAFT**

Reference no: A0090-22-2319

Select one from the list.

1

☐

Additional Clinical Services

☐

Additional Professional Scientific & Technical

☐

Administrative & Clerical

☐

Allied Health Professionals

1

☐

Estates & Ancillary

☐

Healthcare Scientists

☐

Medical & Dental

☐

Nursing & Midwifery Registered

☐

Students

2

Save and continue

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What is the area of work?

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

To add 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 Assistant **DRAFT**

Reference no: A0090-22-2319

Area of work

1 Select from the list ▼

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

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

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

The screenshot shows the NHS Jobs interface. At the top, a blue header bar contains the NHS logo, the word 'Jobs', and user information: 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign Out' link. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the heading 'Create a job advert'. The specific advert is titled 'How will jobseekers apply?' for a 'Training and Support Assistant' role, marked as 'DRAFT'. The reference number is 'A0090-22-2319'. There are two radio button options: 'CV application' (labeled with a yellow circle containing the number 1) and 'Online application form'. The 'Online application form' option is selected. Below these options is a green button labeled 'Save and continue' (labeled with a yellow circle containing the number 2). A link 'Save and come back later' is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

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Create a job advert

How will jobseekers apply?

Training and Support Assistant **DRAFT**

Reference no: A0090-22-2319

1 ☐ CV application

2 ☒ 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 check, change and save 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.

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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	Replacing someone who's leaving	Change
Contract type	Permanent	Change
Full-time equivalent (FTE)	1	Change
Working pattern	Flexible working	Change
Payscheme	Agenda for Change	Change
Band	Band 4	Change
Pay	£40000 a year	Change
Staff group	Administrative & Clerical	Change
Area of work	Administration	Change
Application method	Online applications	Change

2

Save and continue

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You've completed the details about the job and pay

This page shows confirmation you've completed the details about the job and pay 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 '[Location](#)' link.
or
2. Select the 'Save and come back later' link (optional).

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Training and Support Assistant job listing

DRAFT
Reference no: A0090-22-2319

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**

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 can publish your listing.

2 [Save and come back later](#)

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


Find the job location address

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

Important: You'll only see this page if you've confirmed 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 Assistant **DRAFT**

Reference no: A0090-22-2319

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 confirm the job location address from the search results.

Important: You'll only see this page if you've searched for a job location address.

To add 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 Assistant **DRAFT**

Reference no: A0090-22-2319

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

Save and continue

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Add a job location

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

Important: You'll only see this page if you can't find the job location address. You don't need to add your organisation's main 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

We found 0 results for NE63 5LP

Training and Support Assistant **DRAFT**

Reference no: A0090-22-2319

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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You've completed the location

This page shows confirmation you've completed the location 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 '[Contact details and closing date](#)' link.
or
2. Select the 'Save and come back later' link (optional).

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NHS Business Services Authority

Training and Support Assistant job listing

DRAFT
Reference no: A0090-22-2319

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 can publish your listing.

2 [Save and come back later](#)

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

Add contact details

This page gives you instructions for how to add the contact details.

Important: This is someone who'd be available to talk on the phone or answer emails from applicants about the job. You can list departments if there's no one applicants can contact directly. 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 Assistant **DRAFT**

Reference no: A0090-22-2319

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 continue

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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 add the closing date for applications, 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 Assistant **DRAFT**

Reference no: A0090-22-2319

Enter closing date
For example, 27 3 2020

Day Month Year

1

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 01 2022.

Check and save the contact details and closing date

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

To check, change and save 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.

NHS Jobs

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

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

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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
Closing date	30/03/2022	Change

2 [Save and continue](#)

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You've completed the contact details and closing date

This page shows confirmation you've completed the contact details and closing date 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 (optional).

NHS Jobs

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

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

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NHS Business Services Authority

Training and Support Assistant job listing

DRAFT

Reference no: A0090-22-2319

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**

[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 can publish your listing.

[Save and come back later](#)

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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 details of the job and reached the end of this user guide.