

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

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

You'll create your job advert by adding:

- 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
- any supporting documents (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.

Jobs

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NHS Business Services Authority

Training and Support Officer job listing

DRAFT

Reference no: A0090-22-6375

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 documents](#)

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

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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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## Introduce the role

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.

**Important:** You can copy and paste this information from a document. The minimum character limit is 100 and the maximum is 1500 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 'Create a job advert' and 'Provide a job overview to create your advert'. The job title is 'Training and Support Officer' with a 'DRAFT' status. The reference number is 'A0090-22-6375'. A message states: 'You'll add your full job description, person specification and any supporting documents later.' The 'Introduce the role' section is highlighted with a yellow circle and the number 1. It contains the instruction: '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.' Below this is a text box with a character limit of 1500 characters remaining.

**Tip:** You'll add your full job description, person specification and any supporting documents later. Once you start adding your information, the number changes to show how many characters you have remaining.

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

### 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.

**Important:** You can copy and paste this information from a document. The minimum character limit is 100 and the maximum is 1500 including spaces.

To add 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.

2

↶ ↷ B I

You have 1500 characters remaining

**Tip:** Once you start adding your information, the number changes to show how many characters you have remaining.

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

## Give an overview of your organisation

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

**Important:** You can copy and paste this information from a document. The minimum character limit is 100 and the maximum is 1500 including spaces.

To add 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:** Once you start adding your information, the number changes to show how many characters you have remaining.

To find out how to add the overview of your organisation for all your job listings, go to the '**How to manage the overview of your organisations template**' user guide or video from the '**Manage your account**' section of the '[Help and support for employers](#)' webpage.


If you've selected 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.


Jobs

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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.

**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 (optional).

**NHS** Jobs

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NHS Business Services Authority

### Training and Support Officer job listing

**DRAFT**

Reference no: A0090-22-6375

**Job listing incomplete**

You have completed 5 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**

**1** [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 the job description

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

**Important:** Either type in or copy and paste your job description. Creating this way means we can make sure all listings will appear in the correct format. The minimum character limit is 100 and the maximum is 10000 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.

**NHS** Jobs

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Create a job advert

### Add the Job Description

**Training and Support Officer** **DRAFT**

Reference no: A0090-22-6375

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.

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 limit of 10000 characters, including spaces.

**1**

You have 10000 characters remaining

**2** [Save and continue](#)

[Save and come back later](#)

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**Tip:** You'll be able to upload the job description as a supporting file later one. Applicants find it useful to refer to these documents. Once you start adding your information, the number changes to show how many characters you have remaining.

## 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 shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. To the right, it says '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 heading 'Create a job advert' and a sub-heading 'Check and save the job description'. Under 'Job description', there's a text input area with instructions: '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 input area is a 'Change' link with a yellow circle containing the number '1'. Below the input area is a green button labeled 'Save and continue' with a yellow circle containing the number '2' to its left. At the bottom, there's a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by the copyright notice '© Crown copyright'.

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Create a job advert

### Check and save the 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

2 [Save and continue](#)

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## 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 (optional).

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NHS Business Services Authority

### Training and Support Officer job listing

DRAFT
Reference no: A0090-22-6375

**Job listing incomplete**

You have completed 6 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

1 [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.





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

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.

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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

**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:** Make sure to press the 'Enter' key after each criteria, so it'll appear on a new line as a bullet point.

## 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.

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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	<a href="#">Change</a> or
Qualified to NVQ level 2 in Health and Social Care	Qualified to NVQ level 3	<a href="#">delete</a>

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

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.

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Create a job advert  
**List your Experience 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,

- 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](#)

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**Tip:** Make sure to press the 'Enter' key after each criteria, so it'll appear on a new line as a bullet point.

## 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).

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

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[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	<a href="#">Change</a> or
Qualified to NVQ level 2 in Health and Social Care	Qualified to NVQ level 3	<a href="#">delete</a>

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	<a href="#">Change</a> or
Experience of dealing with vulnerable patients	Experience of working in a GP practice	<a href="#">delete</a>

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

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## Add your additional criteria

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

**Important:** This page is only shown if you're adding additional criteria. Refer to your Person Specification to either type the information, or copy and paste from them. Listing only the criteria you want to see evidence of will make it easier to find the information and score it.

To add your 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.

The screenshot shows the 'Add additional criteria' page for a 'Training and Support Officer' role (Reference no: A0090-22-6375). The page is part of the NHS Jobs system, with a blue header bar containing the NHS logo and user information. A 'BETA' banner is at the top. The main content area is white with a light blue border. It includes a 'Go back' link, a 'Create a job advert' section, and a 'Draft' status. Instructions explain how to add criteria by typing or copying from a Person Specification. The form has three main sections: 'Criteria title' (with a text input field), 'Essential criteria' (with a list of examples and a large text area), and 'Desirable criteria' (with a list of examples and a large text area). A green 'Save and continue' button is at the bottom, with a 'Save and come back later' link below it. The footer contains links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and How to create and publish jobs, along with a Crown copyright notice.

**NHS** Jobs

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[Go back](#)

Create a job advert

### Add additional criteria

Training and Support Officer **DRAFT**

Reference no: A0090-22-6375

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.

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.

Criteria title  
For example, Knowledge and skills

1

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

#### 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:** You can add more than one additional criteria to score applicants against.

## 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.

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.**

#### 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.**

#### 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.**

3 Enter more criteria

4 Save and continue

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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.

Jobs

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

Create a job advert

### Check and save the person specification

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

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.

Jobs

You're viewing NHS Business Services Authority
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BETA
Your feedback will help us to improve this service.

NHS Business Services Authority  
**Training and Support Officer job listing**  
DRAFT  
Reference no: A0090-22-6375  
**Job listing incomplete**  
You have completed 7 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  
1 [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.

## Do you want to upload any supporting documents?


This page gives you instructions for how to confirm if you want to upload any supporting documents.

**Important:** This will help them decide whether to apply. It may also mean that you get more suitable applicants. For example, you could upload a job description and person specification document.

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 Business Services Authority** [Change](#)

 **Jobs**

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Create a job advert

**Do you want to upload any supporting documents that will give more information to applicants?**

Training and Support Officer **DRAFT**

Reference no: A0090-22-6375

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

To upload your supporting documents, complete the following steps:

1. Select the 'Choose file' button to find the file.
2. Select the '[Upload](#)' button to upload the file.

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

 Jobs

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Create a job advert

### 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 **DRAFT**

Reference no: A0090-22-6375

Upload a document

1

Choose file

Training an... Officer.docx

2

Upload

Save and continue

[Save and come back later](#)

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## Manage your supporting documents

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

**Important:** In this example, the 'Training and Support Officer' file is uploaded.

To manage your supporting documents, complete the following steps:

1. Select the 'File name' link to view it.
2. Select the 'Remove' link (optional).
3. Select the '[Save and 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.

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Create a job advert

### 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 **DRAFT**

Reference no: A0090-22-6375

Upload a document

No file chosen

File name	Size	Action
1 <a href="#">Training and Support Officer.docx</a>	12 KB	<a href="#">Remove</a> 2

3

[Save and come back later](#)

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**Tip:** To add more supporting documents, go back to the '[Upload your supporting documents](#)' page.

## Check and save your supporting documents

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

To check, change or save the supporting documents, complete the following steps:

1. Select a 'Change' link (optional):
  - ['Do you want to upload supporting documents?'](#)
  - ['Supporting documents'](#)
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.

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Create a job advert

### Check and save the supporting documents

Do you want to upload supporting documents? Yes [Change](#) 1

Supporting documents [Training and Support Officer.docx](#) [Change](#) 2

3 [Save and continue](#)

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## You've completed supporting documents

This page shows confirmation you've completed the supporting documents 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.

**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.

NHS Business Services Authority  
**Training and Support Officer job listing**

**DRAFT**  
Reference no: A0090-22-6375

**Job listing incomplete**  
You have completed 8 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**

**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 can publish your listing.

**2** [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 job advert and reached the end of this user guide.