NHS Jobs

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

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

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

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

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

Delivered by the NHS Business Services Authority

Contents

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.

NHS Jobs

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NHS BSA Training
Training and Support Officer job listing

DRAFT
Reference no: T1111-22-8930

Job listing incomplete

You have completed 4 of 12 sections.

Add the job title

Job title and reference number	COMPLETED

Add the details of the job

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

Add the job overview, job description and person specification

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

Create the advert for your vacancy

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

<mark>Important:</mark> 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.

Provide a job overview to create your advert

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

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

Introduce the role

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

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

To introduce the role, complete the following step:

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

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

Go to the 'Briefly describe the main duties of the role' section.

Briefly describe the main duties of the role

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

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

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

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

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

Go to the 'Give an overview of your organisation' section.

Give an overview of your organisation

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

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

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

3. In the **Overview of your organisation** box, enter the details.
4. Select the '<u>Save and continue</u>' 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.

↶ ↷   **B** *I*   ☰ ☰

3
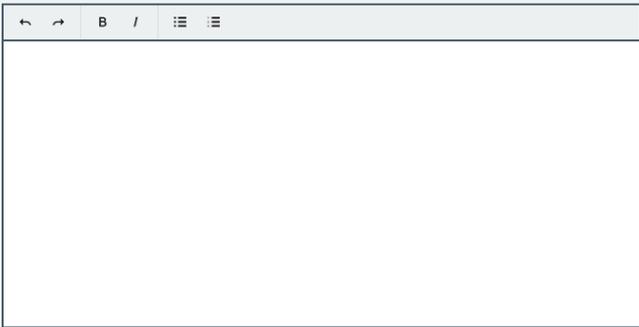
You have 1489 characters remaining

4 **Save and continue**

5 <u>Save and come back later</u>

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

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

Check and save the job overview

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

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

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

You're viewing **NHS Business Services Authority**   Change

NHS 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 section.

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

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

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

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

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Add the job description

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

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

To add the job description, complete the following steps:

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

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

Check and save the job description

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

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

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

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You're viewing **NHS Business Services Authority**   Change

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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.   Change ①
                         Creating it this way means we can make sure all
                         listings will appear in the correct format.

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.

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

Create a person specification to score your applications against

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

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

1. Select the 'Continue' button.

You're viewing **NHS Business Services Authority**   Change

NHS Jobs

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< Go back

Create a job advert

Create a person specification to score your applications against

Training and Support Officer **DRAFT**

Reference no: A0090-22-6375

Refer to your Person Specification for this job, and enter the essential criteria for:

- Qualifications
- Experience
- Additional criteria you want to score against

You'll be able to include any desirable criteria, if you need to.

You can type your criteria or you can copy and paste it. Creating your Person Specification this way means we can ensure all job listings will be displayed in the correct format.

1 Continue

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Enter qualifcations criteria

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

To enter the qualifications criteria, complete the following step:

1. Select the 'Enter qualifications criteria' button.

List your qualifications criteria

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

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

Essential criteria

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

To confirm the essential criteria, complete the following steps:

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

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

Desirable criteria

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

To confirm any desirable criteria, complete the following steps:

2. In the **Desirable criteria** box, enter the details (optional).

3. Select the '<u>Save and continue</u>' button.

Desirable criteria

For example,
- Qualified in Phlebotomy
- Qualified to NVQ level 3

② [ ]

③ **Save and continue**

<u>Save and come back later</u>

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

Enter experience criteria

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

To enter the experience criteria, complete the following step:

1. Select the 'Enter experience criteria' button.

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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 to NVQ level 2 in Health and Social Care	Qualified in Phlebotomy Qualified to NVQ level 3	Change or delete

Experience

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

1 [Enter experience criteria]

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List your experience criteria

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

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

Essential criteria

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

To confirm the essential criteria, complete the following steps:

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

Desirable criteria

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

To confirm any desirable criteria, complete the following steps:

2. In the **Desirable criteria** box, enter the details (optional).

3. Select the '<u>Save and continue</u>' button.

Desirable criteria

For example,
- Experience of working in primary care
- Experience of working in a GP practice

2 [text box]

3 Save and continue

Save and come back later

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Enter additional criteria

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

To enter any additional criteria, complete the following step:

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

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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 to NVQ level 2 in Health and Social Care	Qualified in Phlebotomy Qualified to NVQ level 3	Change or delete

Experience

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

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

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

Additional criteria

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

1 Enter more criteria

If you don't want to add additonal criteria, go to the 'Add your person specification' page.

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Add additional criteria

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

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

Criteria title

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

To add the criteria title, complete the following steps:

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

Go to the '<u>Essential criteria</u>' page.

Essential criteria

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

To add the essential criteria, complete the following step:

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

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

Essential criteria

For example,
- Ability to provide quality care
- Good interpersonal and communication skills

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

Desirable criteria

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

To add any desirable criteria, complete the following steps:

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

Desirable criteria

For example,
- Basic IT skills
- Awareness of blood-borne viruses

Save and continue

Save and come back later

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

Manage your person specification

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

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

To manage your person specification, complete the following steps:

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

Check and save the person specification

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

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

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

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

NHS 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

Qualifications	**Essential criteria** GCSE grade A to C in English and Maths Qualified to NVQ level 2 in Training and Support **Desirable criteria** Qualified in digital training	[Change](#) ①
Experience	**Essential criteria** Experience of working within a digital team Experience of dealing with training requirements **Desirable criteria** Experience of working in the NHS Experience of working in an office environment	[Change](#) ①
Knowledge and skills	**Essential criteria** Ability to create quality care Good interpersonal and communication skills	[Change](#) 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 '<u>Supporting documents</u>' link to begin this section.
   or
2. Select the 'Save and come back later' link.

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

Do you want to add supporting information to the advert?

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

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

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

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

Your advert's supporting information

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

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

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

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NHS Jobs

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< Go back

Create a job advert

Your Training and Support Officer advert's supporting information

Training and Support Officer DRAFT

Reference no: T1111-22-8930

1 Add from your organisation's library

Documents

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

No documents have been added yet.

2 Add new document

Links

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

No links have been added yet.

3 Add new link

Save and continue

Save and come back later

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Add from your organisation's library

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

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

Documents

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

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

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

Go to the '<u>Links</u>' page.

Links

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

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

3. Select a link box (optional).
4. Select a link to view the webpage link (optional).
5. Select the '_Save and continue_' button.

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

Add a new supporting document to the advert

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

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

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

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

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

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

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

Add a new supporting link to the advert

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

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

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

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

You're viewing **NHS BSA Training**

NHS Jobs

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BETA Your feedback will help us to improve this service.

< Go back

Create a job advert
Add a new supporting link to the advert

Training and Support Officer DRAFT

Reference no: T1111-22-8930

What is the URL?

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

1 [   ]

What do you want to call this link?

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

2 [   ]

3 **Add link**

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

Manage the advert supporting information

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

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

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

Check and save your supporting information

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

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

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

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

BETA Your feedback will help us to improve this service.

Create a job advert
Check and save the supporting information

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

1

2 **Save and continue**

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You've completed the supporting information

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

<mark>Important:</mark> 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.

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

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