

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](#).

Contents

How to create a job listing in NHS Jobs user guide – Add the details of the job.....	1
 About the job and pay.....	3
 Where will you advertise this job?.....	4
 Do you want to advertise this vacancy as a COVID-19 related job?	5
 Why are you advertising this job?.....	6
 What type of contract is it?.....	7
 What is the full-time equivalent (FTE) for this vacancy?.....	8
 What is the contract duration?.....	9
 What is the working pattern?.....	10
 What is the pay scheme?.....	11
 What is the agenda for change band?	12
 What is the hospital medical and dental staff grade?.....	13
 How do you want to advertise the pay?	14
 What is the fixed pay?	15
 What is the pay range?.....	16
 More details about the pay (optional).....	17
 What is the staff group?	18
 What is the area of work?	19
 How will jobseekers apply?	20
 Check and save the job details.....	21
 You've completed the details about the job and pay.....	22
 Your job locations	23
 Find the job location address	24
 Postcode results.....	25
 Add a job location.....	26
 Check and save the location details	27
 You've completed the location.....	28
 Add contact details	29
 What is the closing date for applications?	30
 Check and save the contact details and closing date.....	31
 You've completed the contact details and closing date.....	32

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.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as NHS BSA Training' with a 'Sign Out' link is on the right. A 'BETA' banner indicates that feedback will help improve the service. The main heading is 'Training and Support Assistant job listing', followed by a 'DRAFT' status and reference number 'A0090-22-2319'. A section titled 'Job listing incomplete' states 'You have completed 1 of 12 sections.' Below this, 'Add the job title' is shown as 'COMPLETED'. The 'Add the details of the job' section has three items: 'About the job and pay' (marked with a '1' in a yellow circle and 'NOT STARTED'), 'Location' ('NOT STARTED'), and '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.

You're viewing [NHS BSA Training](#) [Change](#)
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BETA Your [feedback](#) will help us to improve this service.

[4 < Go back](#)

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.

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

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

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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.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training Sign Out' on the right. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A navigation link '< Go back' is present. The main heading is 'Create a job advert' followed by 'Why are you advertising this Training and Support Officer job?'. Below this, the job title 'Training and Support Officer' is shown with a 'DRAFT' badge. The reference number 'T1111-22-8930' is displayed. Three radio button options are listed: 'Replacing someone who's leaving', 'Temporary position, includes maternity, bank roles and sickness cover' (marked with a '1' in a yellow circle), and 'This is a new job'. A green 'Save and continue' button (marked with a '2' in a yellow circle) is positioned below the options. A link 'Save and come back later' is at the bottom of the form area. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

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’](#)
 - [‘Any other contract type’](#)
2. Select the ‘Save and continue’ button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' The main content area is titled 'Create a job advert' and 'What type of contract is it?'. Below this, the job title 'Training and Support Assistant' is shown with a 'DRAFT' badge. The reference number 'A0090-22-5515' is displayed. Under the heading 'Contract Type', there is a list of radio button options: Permanent, Fixed term, Locum, Training, Apprenticeship, Secondment, Voluntary, Honorary, and Bank. A yellow circle with the number '1' is placed next to the 'Training' option. Below the list is a green button labeled 'Save and continue' with a yellow circle and the number '2' next to it. A link 'Save and come back later' is located below the button. At the bottom of the page, there is 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'.

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.

The screenshot shows the NHS Jobs portal interface. At the top, there is 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, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'What is the full-time equivalent (FTE) for this vacancy?'. Below this, it says 'Training and Support Assistant DRAFT' and 'Reference no: A0090-22-2319'. There is a form with a text input field labeled '1' and a green button labeled '2 Save and continue'. 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 a copyright notice '© Crown copyright'.

What is the contract duration?

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

Important: You'll only see this page if you didn't select a 'Permanent' contract type. If you selected a 'Bank' contract type, the contract duration is optional.

To add the contract duration, complete the following steps:

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

The screenshot shows the NHS Jobs interface for creating a job advert. At the top right, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training Sign Out'. Below the NHS logo, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'Create a job advert' followed by 'What is the contract duration?'. The job title is 'Training and Support Officer' with a 'DRAFT' status. The reference number is 'T1111-22-8930'. There are two input fields: 'Duration' (with a '1' in a yellow circle next to it) and 'Unit' (with a '2' in a yellow circle next to it). The 'Unit' dropdown menu is currently set to 'days'. Below these fields is a green 'Save and continue' button with a '3' in a yellow circle next to it. A link 'Save and come back later' is also visible. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer contains '© Crown copyright'.

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 add the working pattern, complete the following steps:

1. Select the 'Update to the flexible working rules' link for more information (optional).
2. Select an answer.
3. Select the '[Save and continue](#)' button.

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

[Go back](#)

Create a job advert

What is the working pattern?

Training and Support Assistant DRAFT

Reference no: T1111-22-6109

1 [Update to the flexible working rules](#)

Flexible working rules changed on 13 September 2021 for the NHS. Employers should allow candidates to request flexible working arrangements from their first day. You can add information about working patterns when you create the job overview.

You can find more information in the [NHS Terms and Conditions of Service Handbook](#) (opens in a new tab).

Working pattern

Full-time

Part-time

Job share

2 Flexible working

Home or remote working

Compressed hours

Term time hours

Annualised hours

3 Save and continue

[Save and come back later](#)

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What is the pay scheme?

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

To add 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.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, it says 'Signed in as NHS BSA Training' with a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main content area is titled 'Create a job advert' and 'What is the pay scheme?'. The job title is 'Training and Support Assistant' with a 'DRAFT' badge. The reference number is 'A0090-22-2319'. There are four radio button options: 'Agenda for Change', 'Hospital medical and dental staff', 'Very senior manager (VSM)', and 'Other'. The 'Hospital medical and dental staff' option is selected and marked with a '1' in a yellow circle. Below the radio buttons is a green 'Save and continue' button marked with a '2' in a yellow circle. A 'Save and come back later' link is also present. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

What is the agenda for change band?

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

Important: You'll only see this page if you've selected an 'Agenda for Change' band.

To add the agenda for change band, 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, 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, there's a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Create a job advert' and 'What is the agenda for change band?'. Below this, it says 'Training and Support Assistant DRAFT' and 'Reference no: A0090-22-5515'. A list of radio buttons represents job bands: Band 2, Band 3, Band 4, Band 5, Band 6, Band 7 (selected and marked with a '1'), Band 8a, Band 8b, Band 8c, Band 8d, and Band 9. A green 'Save and continue' button is marked with a '2'. Below the button is a link: 'Save and come back later'. 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'.

What is the hospital medical and dental staff grade?

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 grade'.

To add the hospital medical and dental staff grade, complete the following steps:

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

The screenshot shows a web page for creating a job advert. At the top, there is a blue header with the NHS logo and 'Jobs' text. On 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 indicates that feedback will help improve the service. A 'Go back' link is present. The main heading is 'Create a job advert' followed by 'What is the hospital medical and dental staff grade?'. Below this, the job title 'Training and Support Assistant' is shown with a 'DRAFT' badge. The reference number 'A0090-22-0474' is displayed. A list of radio button options for staff grades is provided: Consultant, Foundation Doctor, Specialist (marked with a yellow '1'), Specialty Doctor, Specialty registrar, and Doctor - other. A green 'Save and continue' button is located below the options, and a blue link 'Save and come back later' is at the bottom of the form area. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

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.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHS BSA Training' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Create a job advert' followed by 'How do you want to advertise the pay?'. The job title is 'Training and Support Assistant' with a 'DRAFT' badge. The reference number is 'A0090-22-2319'. There are three radio button options: 'Fixed pay', 'Pay range' (marked with a '1' in a yellow circle), and 'Depending on experience'. Below these is a green 'Save and continue' button (marked with a '2' in a yellow circle) and a 'Save and come back later' link. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a '© Crown copyright' notice.

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.

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](#)

What is the fixed pay?

Training and Support Assistant DRAFT

Reference no: A0090-22-2319

Pay amount

1 £

Unit

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

[Save and come back later](#)

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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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Jobs

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

[< Go back](#)

What is the pay range?

Training and Support Assistant DRAFT

Reference no: A0090-22-2319

from

1

to

2

Timeframe

3

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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More details about the pay (optional)

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

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.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Business Services Authority' and 'Change' on the right. Below the header, it says 'Signed in as NHS BSA Training' and 'Sign Out'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Create a job advert' followed by 'More details about the pay (optional)'. The job title is 'Training and Support Assistant' with a 'DRAFT' badge. The reference number is 'A0090-22-2319'. A note states 'For example, includes high cost area supplements (HCAS) or plus inner London HCAS'. There is a text input field with a '1' in a yellow circle next to it. Below the input field is a green 'Save and continue' button with a '2' in a yellow circle next to it. A link 'Save and come back later' is also visible. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer includes '© Crown copyright'.

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.

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

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

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

[Go back](#)

Create a job advert

What is the staff group?

Training and Support Assistant **DRAFT**

Reference no: A0090-22-2319

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 [Save and continue](#)

[Save and come back later](#)

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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.

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.

[Go back](#)

Create a job advert

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**

[Save and come back later](#)

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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, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as NHS BSA Training' with a 'Sign Out' link is on the right. A 'BETA' banner indicates that feedback will help improve the service. Below this is a 'Go back' link. The main heading is 'Create a job advert' followed by 'How will jobseekers apply?'. The job title is 'Training and Support Assistant' with a 'DRAFT' status. The reference number is 'A0090-22-2319'. There are two radio button options: 'CV application' (marked with a '1') and 'Online application form'. A green 'Save and continue' button (marked with a '2') is visible. 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 a copyright notice '© Crown copyright'.

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'](#)
 - ['Contract type'](#)
 - ['Contract duration'](#)
 - ['Full-time equivalent \(FTE\)'](#)
 - ['Working pattern'](#)
 - ['Payscheme'](#)
 - ['Pay'](#)
 - ['Staff group'](#)
 - ['Area of work'](#)
 - ['Application method'](#)
2. Select the ['Save and continue'](#) button.

You're viewing NHS Business Services Authority [Change](#)
NHS Jobs
Signed in as NHS BSA Training [Sign Out](#)

BETA Your feedback will help us to improve this service.

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	Fixed-term	Change
Contract duration	365 days	Change
Full-time equivalent (FTE)	1	Change 1
Working pattern	Flexible working	Change
Payscheme	Agenda for Change	Change
Band	Band 4	Change
Pay	£25000 a year HCAS	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).

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

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

Training and Support Officer job listing

DRAFT
Reference no: T1111-22-8930

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 information](#) **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](#)

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

Your job locations


This page gives you instructions for how to check, change and confirm if you want to add another job location.

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

To check, change and confirm if you want to add another job location, complete the following steps:

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

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


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Create a job advert

Your job locations

Training and Support Assistant **DRAFT**

Reference no: A0090-22-2319

NHS Business Services Authority

Job location	Goldcrest Way Newcastle Upon Tyne NE15 8NY	Change 1
---------------------	--	---------------------------------

Do you want to add another job location?

2 Yes No

3 [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: 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 found'](#)
 - ['Address not found'](#)
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

[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 location details.

To check, change and save 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

Job location Goldcrest Way
Newcastle Upon Tyne
NE15 8NY

Other job locations Prescription Pricing Division
152 Pilgrim Street
Newcastle Upon Tyne
NE1 6SN

2 **Save and continue**

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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).

The screenshot shows the 'NHS BSA Training' interface for a 'Training and Support Officer job listing'. The page is in a 'DRAFT' state with reference number T1111-22-8930. It indicates that 3 out of 12 sections are completed. The progress is as follows:

- Add the job title:** 'Job title and reference number' is **COMPLETED**.
- Add the details of the job:** 'About the job and pay' and 'Location' are **COMPLETED**. 'Contact details and closing date' is **NOT STARTED** and is highlighted with a yellow circle and the number 1.
- Add the job overview, job description and person specification:** 'Job overview', 'Job description', 'Person specification', and 'Supporting information' are all **NOT STARTED**.
- Add pre-application and additional application questions:** 'Pre-application questions' and 'Additional application questions' are both **NOT STARTED**.
- Add the recruitment team:** 'Recruitment team' is **NOT STARTED**.
- Add the Welsh (Cymraeg) translation for this advert:** 'Welsh translation' is **CANNOT START YET**.

At the bottom, a message states: 'You need to complete all sections before you send it for approval.' Below this, 'Save and come back later' is highlighted with a yellow circle and the number 2. The footer contains links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance, along with a copyright notice for Crown copyright.

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 the department 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

Job title (optional)

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

Email address

Telephone number

[Save and continue](#)

[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 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.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHS BSA Training' notification with a 'Sign Out' link. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Create a job advert' and 'What is the closing date for applications?'. It shows the job title 'Training and Support Assistant' in a 'DRAFT' status and the reference number 'A0090-22-2319'. The 'Enter closing date' section includes an example '27 3 2020' and three input fields for Day, Month, and Year. A blue vertical bar highlights the input fields, and a yellow circle with the number '1' is next to the Day field. Below the input fields, a message states 'Applications for this job will close at 11:59pm on the date you choose.' A green button labeled 'Save and continue' is highlighted with a yellow circle and the number '2'. A link 'Save and come back later' is also visible. 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.

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

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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 BSA Training
Signed in as NHSBSA Training Sign Out

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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**

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

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

[Supporting information](#) **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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To find out how to create a job listing, go to a user guide or video from the '**Create and publish 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.