

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

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

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

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

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

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## About the job and pay

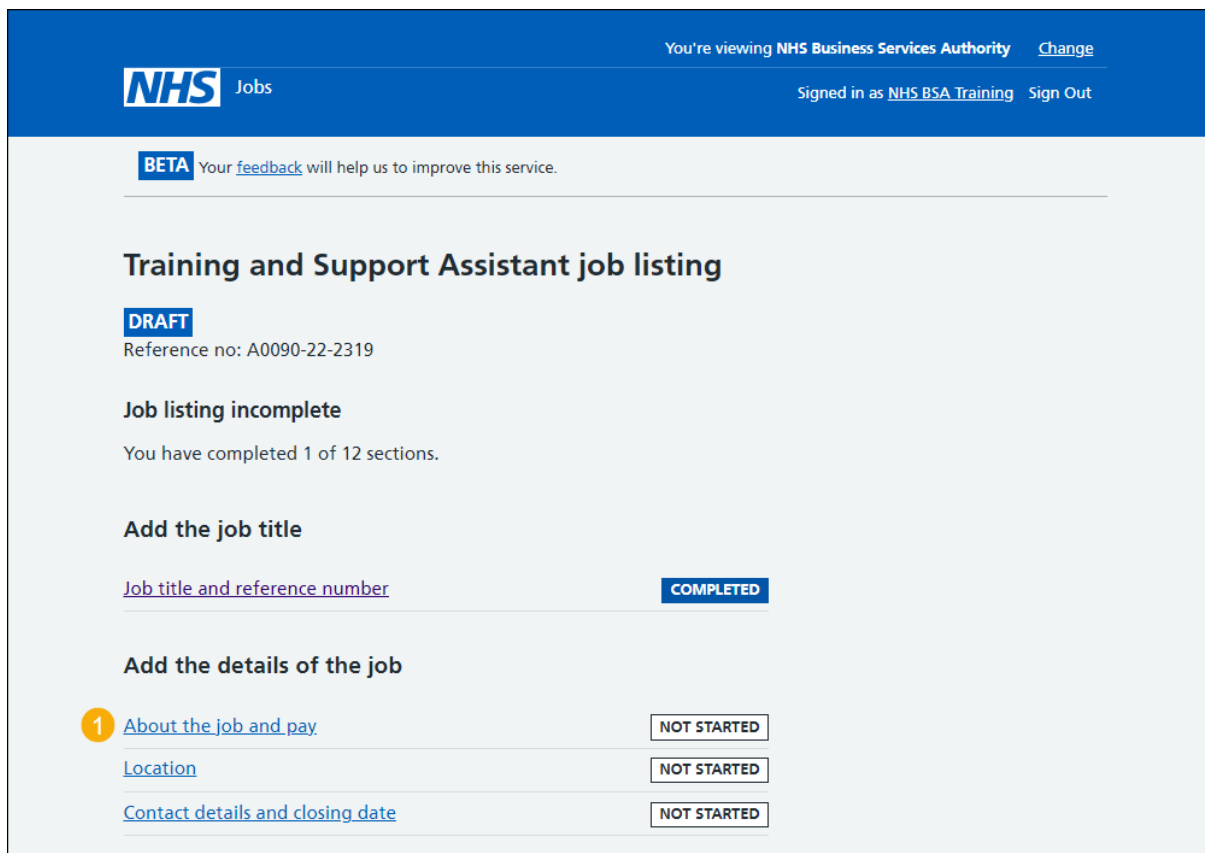
This page gives you instructions for how to confirm the details about the job and pay.

The different statuses are:

- **NOT STARTED** – you haven't started the job listing section.
- **STARTED** – you've started the job listing section but it's incomplete.
- **COMPLETED** – you've completed the job listing section.
- **CANNOT START YET** – you need to complete all sections before this is available.

To confirm 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, 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, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main heading is 'Training and Support Assistant job listing'. Below this, there is a 'DRAFT' badge and the reference number 'A0090-22-2319'. The status is 'Job listing incomplete' with the message 'You have completed 1 of 12 sections.' Under 'Add the job title', the 'Job title and reference number' field is marked as 'COMPLETED'. Under 'Add the details of the job', there are three sections: 'About the job and pay' (marked with a yellow circle containing the number 1 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 will advertise this job.

**Important:** You can select 'Internally' to advertise on your organisation's job board or by sharing the advert with someone. You can select 'Externally' to advertise on NHS Jobs where anyone can apply. You can select 'Group internal' to advertise on your group's internal job board with other organisations. You can also share the advert or reference number with internal staff.

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

**NHS** Jobs

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[< Go back](#)

Create a job advert

### Where will you advertise this Service Support Officer job?

Service Support Officer **DRAFT**

Reference no: A0201-23-9473

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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**Tip:** Select the '<Go back' link to go back to the previous page. You can navigate between pages by selecting this.

## 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.

**Important:** You can advertise this job as a high priority role if it's COVID-19 related. The advert will be flagged with a red icon to let jobseekers know that the job is COVID-19 related and appears on a list of Coronavirus related roles.

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

1. Select the 'list of Coronavirus related roles' link to view all COVID-19 roles (optional).
2. Select an answer.
3. Select the '[Save and continue](#)' button.

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

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

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[Go back](#)

Create a job advert

### Why are you advertising this Training and Support Officer job?

Training and Support Officer **DRAFT**

Reference no: T1111-22-8930

Replacing someone who's leaving

**1**  Temporary position, includes maternity, bank roles and sickness cover

This is a new job

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

[Save and come back later](#)

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## What type of contract is it?

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

To confirm 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 blue bar indicates the user is signed in as 'NHS BSA Training' with a 'Sign Out' link. A 'BETA' badge and a feedback message are also present. The main content area is titled 'Create a job advert' and 'What type of contract is it?'. The job title is 'Training and Support Assistant' with a 'DRAFT' badge. The reference number is 'A0090-22-5515'. Under '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 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, 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 confirm the full-time equivalent for this vacancy, complete the following steps:

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

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

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[Go back](#)

Create a job advert

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

Training and Support Assistant **DRAFT**

Reference no: A0090-22-2319

1

2 [Save and continue](#)

[Save and come back later](#)

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## 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 confirm the contract duration, complete the following steps:

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

You're viewing NHS BSA Training

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Create a job advert

## What is the contract duration?

Training and Support Officer **DRAFT**

Reference no: T1111-22-8930

Duration Unit

1  days 2

3 [Save and continue](#)

[Save and come back later](#)

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## What is the working pattern?

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

**Important:** The 'Flexible working' working pattern is ticked by default. You can un-tick this option if it's not suitable for this role.

To confirm the working pattern, complete the following steps:

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

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[Go back](#)

Create a job advert

### What is the working pattern?

Service Support Officer **DRAFT**

Reference no: A0201-23-9473

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) 2

Working pattern

Full-time

Part-time

Job share

3  Flexible working

Home or remote working

Compressed hours

Term time hours

Annualised hours

4 [Save and continue](#)

[Save and come back later](#)

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**Tip:** You can select one or more working patterns.

## What is the pay scheme?

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

To confirm the pay scheme, complete the following steps:

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

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' and a 'Sign Out' link. A 'BETA' badge with the text 'Your feedback will help us to improve this service.' is visible. The main content area has a 'Go back' link and the heading 'Create a job advert'. 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 marked with a '1' in a yellow circle. Below the options 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 a 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 selected 'Agenda for Change'.

To confirm 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 heading is 'Create a job advert' followed by 'What is the agenda for change band?'. Below this, it says 'Training and Support Assistant' with a 'DRAFT' badge. The reference number is 'A0090-22-5515'. A list of radio buttons represents job bands: Band 2, Band 3, Band 4, Band 5, Band 6, Band 7 (selected, with a '1' in a yellow circle), Band 8a, Band 8b, Band 8c, Band 8d, and Band 9. A green 'Save and continue' button is highlighted with a '2' in a yellow circle. 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 grade.

**Important:** You'll only see this page if you selected 'Hospital medical and dental staff'.

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

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

You're viewing NHSBSA MW UAT [Change](#)

Signed in as Michael Wardman [Sign Out](#)

**NHS** Jobs

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[Go back](#)

Create a job advert

### What is the hospital medical and dental grade?

Service Support Officer **DRAFT**

Reference no: A0201-23-9473

- Consultant
- Foundation Doctor
- Specialist
- 1**  Specialty Doctor
- Specialty registrar
- Doctor - other

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

[Save and come back later](#)

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## How do you want to advertise the pay?

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

To confirm the pay type, complete the following steps:

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

The screenshot shows the NHS Jobs interface for creating a job advert. 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 'Signed in as NHS BSA Training' notification with a 'Sign Out' link is visible. A 'BETA' banner states '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' status. 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 selected 'Fixed pay'.

To confirm the fixed pay, complete the following steps:

1. In the **Pay amount** box, enter the number.
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](#)

Jobs

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[Go back](#)

## What is the fixed pay?

Training and Support Assistant **DRAFT**

Reference no: A0090-22-2319

<p>Pay amount</p> <p>1 £ <input style="width: 80px;" type="text"/></p>	<p>Unit</p> <p>2 <input style="width: 80px;" type="text" value="a year"/></p>
--	---

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](#)

[Privacy policy](#)
[Terms and conditions](#)
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[Cookies](#)
[How to create and publish jobs](#)

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

## What is the pay range?

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

**Important:** You'll only see this page if you selected 'Pay range'.

To confirm the pay range, complete the following steps:

1. In the **From** box, enter the number.
2. In the **To** box, enter the number.
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.

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 pay range?

**Training and Support Assistant** DRAFT

Reference no: A0090-22-2319

from

1

to

2

Timeframe

3 a year ▼

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

4

5 Save and continue

[Save and come back later](#)

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



## More details about the pay (optional)

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

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

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

1. In the 'More details' box, enter the details.
2. Select the 'Save and continue' button.

The screenshot displays the NHS Jobs interface for editing a job advert. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it indicates the user is signed in as 'NHS BSA Training' and provides a 'Change' link. Below the header, a BETA banner states '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 'More details about the pay (optional)'. The job title is 'Training and Support Assistant' with a 'DRAFT' status. The reference number is 'A0090-22-2319'. A text box is provided for pay details, with a '1' in a yellow circle next to it. Below the text box is a green 'Save and continue' button with a '2' in a yellow circle next to it. A 'Save and come back later' link 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'.

**Tip:** An example of more details about the pay is 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 confirm the staff group, 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' text. On the right side of the header, 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' badge and a message: '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 staff group?'. Below this, it says 'Training and Support Assistant' with a 'DRAFT' badge. The reference number is 'A0090-22-2319'. The instruction is 'Select one from the list.' There is a list of radio button options: 'Additional Clinical Services', 'Additional Professional Scientific & Technical', 'Administrative & Clerical', 'Allied Health Professionals', 'Estates & Ancillary' (marked with a '1' in a yellow circle), 'Healthcare Scientists', 'Medical & Dental', 'Nursing & Midwifery Registered', and 'Students'. Below the list 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 of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

**Tip:** You can only select one staff group from the list.

## What is the area of work?

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

To confirm 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 to confirm how jobseekers will apply.

**Important:** If you select 'CV application', applicants need to add their information in a free text box. If you select 'Online application form', applicants need to answer questions and add their information in free text boxes.

To confirm 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.

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.

---

Create a job advert

### Check and save the job details

Where it's being advertised	Externally	<a href="#">Change</a>
Is it COVID-19 related?	No	<a href="#">Change</a>
Why it's being advertised	Replacing someone who's leaving	<a href="#">Change</a>
Contract type	Fixed-term	<a href="#">Change</a>
Contract duration	365 days	<a href="#">Change</a>
Full-time equivalent (FTE)	1	<a href="#">Change</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px;">1</span>
Working pattern	Flexible working	<a href="#">Change</a>
Payscheme	Agenda for Change	<a href="#">Change</a>
Band	Band 4	<a href="#">Change</a>
Pay	£25000 a year HCAS	<a href="#">Change</a>
Staff group	Administrative & Clerical	<a href="#">Change</a>
Area of work	Administration	<a href="#">Change</a>
Application method	Online applications	<a href="#">Change</a>

2 Save and continue

Privacy policy
Terms and conditions
Accessibility Statement
Cookies
Help and guidance

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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.

**NHS** Jobs You're viewing NHS BSA Training [Change](#)  
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: T1111-23-9573

**Job listing incomplete**  
You have completed 2 of 13 sections.

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

**Add the details of the job**

<a href="#">About the job and pay</a>	<b>COMPLETED</b>
<b>1</b> <a href="#">Location</a>	NOT STARTED
<a href="#">Contact details and closing date</a>	NOT STARTED

**Add the job overview, job description and person specification**

<a href="#">Job overview</a>	NOT STARTED
<a href="#">Job description</a>	NOT STARTED
<a href="#">Person specification</a>	NOT STARTED
<a href="#">Supporting information</a>	NOT STARTED

**Add pre-application and additional application questions**

<a href="#">Pre-application questions</a>	NOT STARTED
<a href="#">Additional application questions</a>	NOT STARTED

**Add the internal documents**

<a href="#">Internal documents</a>	NOT STARTED
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**Add the recruitment team**

<a href="#">Recruitment team</a>	NOT STARTED
----------------------------------	-------------

**Add the Welsh (Cymraeg) translation for this advert**

Welsh translation	CANNOT START YET
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You need to complete all sections before you send it for approval.

**2** [Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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If you select 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 manage your job locations.

**Important:** You can add a total of 10 different locations, including the primary location for your organisation's account. All locations are searchable by jobseekers.

To manage your job locations, complete the following steps:

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

### Your job locations

**Training and Support Assistant** **DRAFT**

Reference no: A0090-22-2319

**NHS Business Services Authority**

**Job location** Goldcrest Way [Change](#) **1**  
Newcastle Upon Tyne  
NE15 8NY

**Do you want to add another job location?**

**2**  Yes  No

**3** **Save and continue**

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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**Tip:** The default job location is the address you added when you registered your organisation's account.

## 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 postcode.
2. Select the ['Find the address'](#) 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, there is a 'Go back' link. The main content area is titled 'Create a job advert' and 'Find the job location address'. The job title is 'Training and Support Assistant' with a 'DRAFT' badge. The reference number is 'A0090-22-2319'. The instruction is 'Enter the postcode to find the address.' There is a text input field for 'Job location postcode' with a '1' in a yellow circle next to it. Below the input field is a green button with 'Find the address' and a '2' in a yellow circle next to it. 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', and a copyright notice '© Crown copyright'.



## Postcode results

This page gives you instructions for how to confirm the job location from the postcode search results.

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

To confirm the job location from the postcode search results, complete the following steps:

1. Select an answer:
  - ['Address found'](#)
  - ['Address not found'](#)
2. Select the '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, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area shows 'Create a job advert' followed by 'We found 1 results for NE1 6SN'. The job title is 'Training and Support Assistant' with a 'DRAFT' badge. The reference number is 'A0090-22-2319'. The instruction 'Select the correct job location.' is followed by two radio button options: 'Prescription Pricing Division, 152 Pilgrim Street, Newcastle Upon Tyne, NE1 6SN' (marked with a '1' in a yellow circle) and 'It's not any of these - add an address'. A green 'Save and continue' button (marked with a '2' in a yellow circle) is positioned below the options. 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'.

## Add a new job location


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

**Important:** You'll only see this page if you can't find the job location. 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 postcode.
6. 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](#)

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 continue

[Save and come back later](#)

[Privacy policy](#)
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[Accessibility Statement](#)
[Cookies](#)
[How to create and publish jobs](#)

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## Check and save the location details

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

**Important:** In this example, your main and added job locations are shown.

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.

**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.

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.

**NHS** Jobs You're viewing [NHS BSA Training](#) [Change](#)  
Signed in as [NHSBSA Training](#) [Sign Out](#)

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

NHS BSA Training  
**Training and Support Officer job listing**

**DRAFT**  
Reference no: T1111-23-9573

**Job listing incomplete**  
You have completed 3 of 13 sections.

**Add the job title**

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

**Add the details of the job**

[About the job and pay](#) **COMPLETED**

[Location](#) **COMPLETED**

**1** [Contact details and closing date](#) **NOT STARTED**

**Add the job overview, job description and person specification**

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

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

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

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

**Add pre-application and additional application questions**

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

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

**Add the internal documents**

[Internal documents](#) **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](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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

## Add the 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 number.
5. 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](#)

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](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)
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## What is the closing date for applications?

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

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

To confirm the closing date for applications, complete the following steps:

1. In the **Closing date** boxes, enter the date.
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 a job title 'Training and Support Assistant' in a 'DRAFT' status and a reference number 'A0090-22-2319'. The 'Enter closing date' section includes an example '27 3 2020' and three input boxes for 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the Day box. Below the input boxes, a vertical blue bar highlights the text 'Applications for this job will close at 11:59pm on the date you choose.' At the bottom of the form, there is a green 'Save and continue' button with a yellow circle and the number '2' next to it, and a blue 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 a copyright notice '© Crown copyright'.

**Tip:** You must enter the date in the DD-MM-YYYY format. For example, 27 03 2020.

## 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 and closing date, complete the following steps:

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

The screenshot displays the NHS Jobs interface for editing 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 BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header is a 'BETA' banner: 'BETA Your feedback will help us to improve this service.' The main content area is titled 'Create a job advert' and 'Check and save the contact details and closing date'. It features two rows of information:

Contact details	Joe Bloggs joe.bloggs@nhs.net	<a href="#">Change</a>
Closing date	30/03/2022	<a href="#">Change</a>

Below the table is a green button labeled 'Save and continue'. A yellow circle with the number '1' is positioned to the right of the 'Change' link for the closing date, and a yellow circle with the number '2' is positioned to the left of the 'Save and continue' button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by the text '© Crown copyright'.

## 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.

**NHS** Jobs You're viewing NHSBSA MW UAT [Change](#)  
Signed in as Michael Wardman [Sign Out](#)

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

NHSBSA MW UAT  
**Training and Support Officer job listing**

**DRAFT**  
Reference no: A0201-22-7056

**Job listing incomplete**  
You have completed 4 of 13 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**

**1** [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 internal documents**

**1** [Internal documents](#) **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](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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**Tip:** 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.