NHS
Jobs

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.

Delivered by the NHS Business Services Authority

Contents

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.

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Training and Support Assistant job listing

DRAFT
Reference no: A0090-22-2319

Job listing incomplete

You have completed 1 of 12 sections.

Add the job title

Job title and reference number   **COMPLETED**

Add the details of the job

1 About the job and pay   NOT STARTED

Location   NOT STARTED

Contact details and closing date   NOT STARTED

Where will you advertise this job?

This page gives you instructions for how to confirm where you will advertise this job.

<mark>Important:</mark> 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

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

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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.

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.

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.

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.

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Create a job advert

What type of contract is it?

Training and Support Assistant DRAFT

Reference no: A0199-23-0032

- ● Permanent
- ○ Fixed term
- ○ Locum
- ○ Training
- ○ Apprenticeship
- ○ Secondment
- ○ Voluntary
- ○ Honorary
- ○ Bank
- ○ NHS Reservist

Save and continue

Save and come back later

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

This page gives you instructions for how to confirm the full-time equivalent for this vacancy.

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

To 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.

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.

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.

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.

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Create a job advert
What is the pay scheme?

Training and Support Assistant DRAFT

Reference no: A0090-22-2319

◯ Agenda for Change

◯ Hospital medical and dental staff

◯ Very senior manager (VSM)

◯ Other

Save and continue

Save and come back later

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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.

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 '<u>Save and continue</u>' button.

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.

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Create a job advert

How do you want to advertise the pay?

Training and Support Assistant DRAFT

Reference no: A0090-22-2319

◯ Fixed pay

① ◯ Pay range

◯ Depending on experience

② **Save and continue**

Save and come back later

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What is the fixed pay?

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

Important: You'll only see this page if you 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 '<u>Save and continue</u>' button.

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.

<mark>Important:</mark> 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 '<u>Save and continue</u>' button.

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What is the pay range?

Training and Support Assistant DRAFT

Reference no: A0090-22-2319

from

1 £ [   ]

to

2 £ [   ]

Timeframe

3 [a year ⌄]

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

4 [   ]

5 **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.

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.

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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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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.

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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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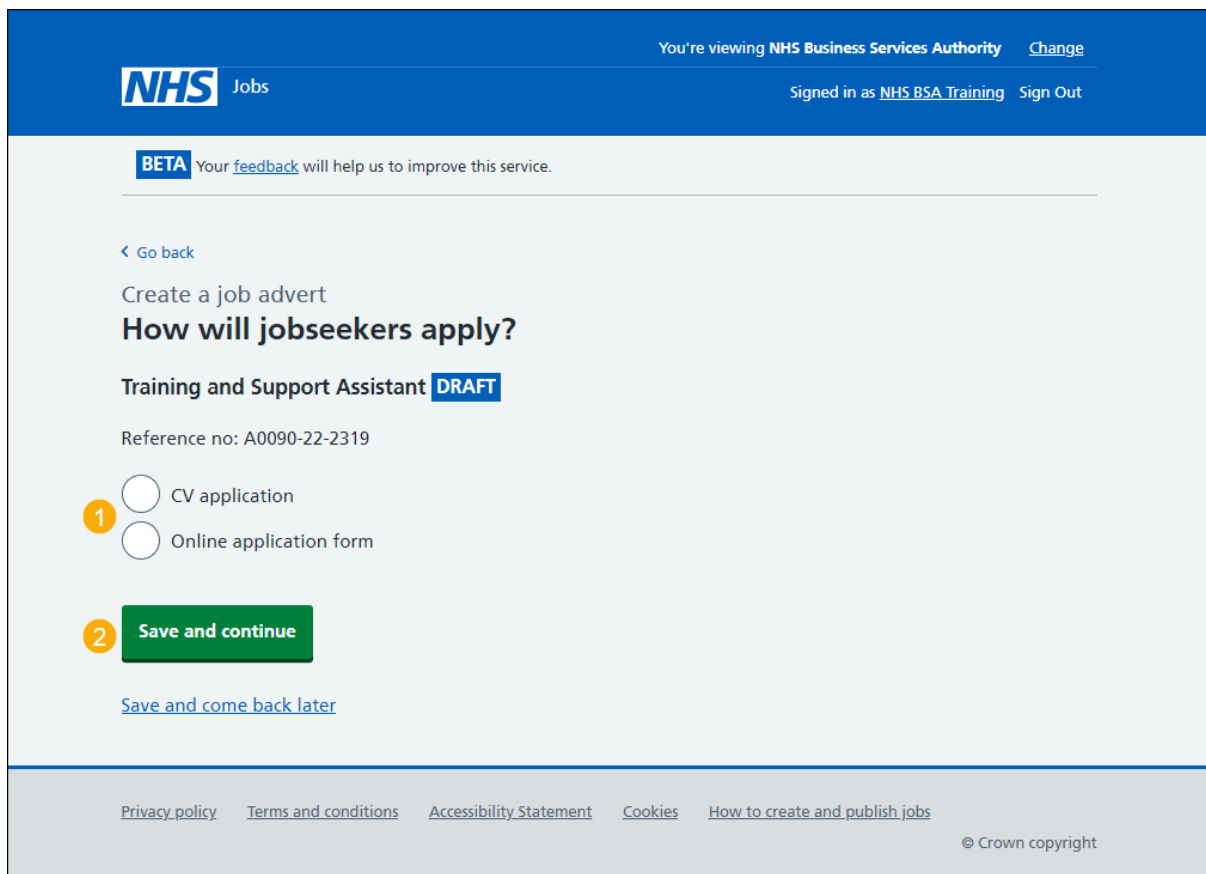© Crown copyright

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How will jobseekers apply?

This page gives you instructions to confirm how jobseekers will apply.

<mark>Important:</mark> 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.

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'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 '<u>Location</u>' link.
   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.

Your job locations

This page gives you instructions for how to manage your job locations.

<mark>Important:</mark> 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.

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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   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

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<mark>Tip:</mark> 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 '<u>Find the address</u>' 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 from the postcode search results.

<mark>Important:</mark> 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.

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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 new job location

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

<mark>Important:</mark> 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 '<u>Save and continue</u>' 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 continue]

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.

==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.

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NHS Jobs

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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.

<mark>Important:</mark> 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.

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.

<mark>**Important:**</mark> 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 '<u>Save and continue</u>' button.

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.

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

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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.

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Create a job advert

Check and save the contact details and closing date

Contact details	Joe Bloggs	Change
	joe.bloggs@nhs.net	
Closing date	30/03/2022	Change

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.

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 '<u>Help and support for employers'</u> webpage.

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