



## Business Services Authority

### Your NHS Jobs newsletter



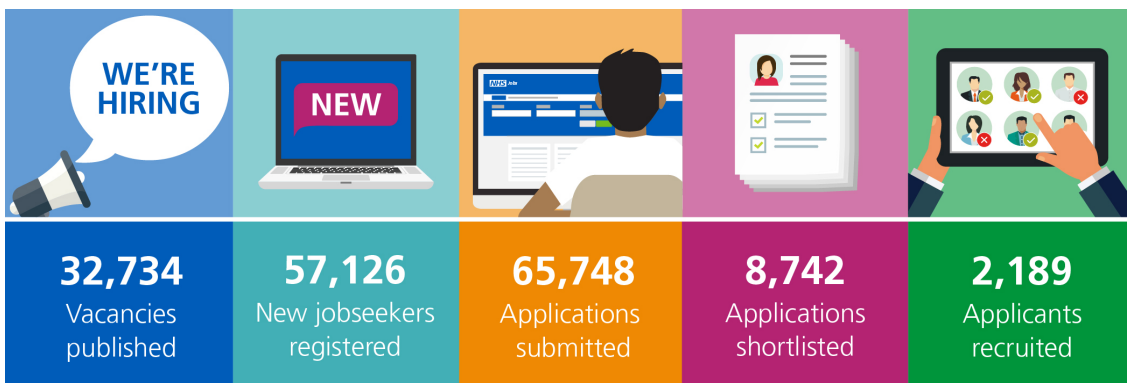
NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition we'll cover:

- [New 'staff group' filter](#)
- [NHS Jobs Stakeholder Engagement event](#)
- [NHS Jobs video refresh](#)
- [Training and Support](#)
- [Help and Support](#)

## Did you know?

In August 2024 there were...



...on NHS Jobs

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## [New 'staff group' filter](#)

Since the release of NHS Jobs' search functionality, you have told us that you need an easier way to filter job listings by job type.

NHS Jobs is committed to continuously listening to our users and improving based on your feedback. This feedback is key for us to understand more about how to support our users who needed more options when looking for jobs. This is particularly important for users who are searching for administrative or non-clinical roles, as these tend to have a wider variation in job titles.

To support our users, we have now added a new 'staff group' filter to the NHS Jobs search service. When a user selects one or more option(s) in the staff group filter and applies the filter, the service now returns only adverts in those staff groups.

The options reflect the staff group options selected by employers when they create their job listings. These are:

- Additional Clinical Services
- Additional Professional Scientific & Technical
- Administrative & Clerical
- Allied Health Professionals
- Estates & Ancillary
- Healthcare Scientists
- Medical & Dental
- Nursing & Midwifery Registered
- Students

We will continue to monitor and review your feedback. We look forward to bringing you more improvements over the coming months.

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## [NHS Jobs Stakeholder Engagement event](#)

The next NHS Jobs Stakeholder Engagement event will take place via Teams on Thursday 31 October, to update you on the progress of the NHS Jobs service.

During the session we will:

- update you on the latest news, statistics and progress of the NHS Jobs service

- signpost you to training and support
- listen to your feedback and answer any queries

[Please visit our Eventbrite page to register your attendance.](#) You will then receive an email containing the details of how to join via Teams.

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## **NHS Jobs video refresh**

We're working on reviewing and updating our suite of bitesize tutorial videos.

Our most recent tutorial videos include guidance on how to:

- sign into your account and reset your password
- create an ESR job listing (NHS Jobs and ESR users only)
- score applications
- shortlist applicants
- invite applicants to interview
- make a job offer

You can access these videos and more on the [NHS Jobs YouTube channel](#).

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## **Training and Support**

Here are some of the most frequently asked questions we received last month, along with the answers and guidance on where to find more information.

### **What can I do if I'm unable to login to my NHS Jobs account?**

To access your organisation's account, you must have been added by a current Super User.

Once your account has been created, you'll receive a link by email. This link is used to set up your account password.

You can access your employer account by logging in at:

<https://www.jobs.nhs.uk/employer/auth/login>.

If you've forgotten your password, you can reset it by selecting '[forgot your password](#)' on the sign in page.

Further information on accessing your NHS Jobs employer account can be found here: [What can I do if I'm unable to login to my NHS Jobs account?](#)

Further guidance on accessing your account can be located on our [Help and support for employers](#) page and the [NHS Jobs YouTube channel](#).

### **Can I reuse a job listing already advertised on the NHS Jobs service?**

To reuse and publish a listing, a user must have the role of either Super User, Team Manager or Recruitment Administrator.

A previously published vacancy can be reused by selecting the job title link for the listing and selecting 'reuse this listing' from the 'what needs doing next' section.

All details of the reused listing can be amended before it has been published.

Further information on reusing a job listing on the NHS Jobs service can be found here: [Can I reuse a job listing already advertised on the NHS Jobs service?](#)

Further guidance on managing a job listing can be located on our [Help and support for employers](#) page and the [NHS Jobs YouTube channel](#).

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## **[Help and support](#)**

If you have any questions or queries relating to these events or videos, please email [nhsjobstrainingsupport@nhsbsa.nhs.uk](mailto:nhsjobstrainingsupport@nhsbsa.nhs.uk)

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## Thanks for reading

Did someone forward you this newsletter? Make sure you don't miss out on all the latest news from NHS Jobs.

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Don't forget to follow us on X (formerly Twitter) - search for [@NHS\\_Jobs](#)



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