NHS Jobs is administered by the NHS Business Authority (NHS BA). They ensure that the new NHS Jobs site meets best practice, usability and accessibility standards. They must follow guidelines set by the Government Digital Service (GDS). This means we have a reliable, easy to use service which is inclusive and accessible by all its users.

To ensure the Recruitment team receive the relevant information to support the changes in functionality of the new NHS Jobs Service, please see the below as an example of what content should be entered in each of these advert fields.

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| **1. Create job overview** Minimum of 100 characters and maximum of 1000 characters, including spaces. |
| * Give a brief description of the role, what it takes and why this person should work for you. * Potential candidates will read this first so try to inform, engage and excite them. * Do not repeat information from your Job description, as this will appear later in the text of the advert. |
| *This will likely be similar to an ‘advert’ that you will have used for previous recruitment. Please refer to the Manager’s Guide for advertising on the staff hub - http://liverpool-hr.nhs.sitekit.net/joining-us/advertising.htm*  *(Example:*  *As a Registered Nurse you will be responsible for supporting your Manager in ensuring that our service users’ needs are met through the delivery of high-quality care. As a centre of excellence, you will offer a person-centred approach to their independence and well-being).* |
| **2. Main duties of the role**  Minimum of 100 characters and maximum of 1000 characters, including spaces. |
| * Describe what the candidate will do in more detail. * This will help someone decide if they want to apply. * Here you will need to include most important skills and qualities as this is a summarised high-level statement about the role. * Do not repeat information from your Job description as this will appear later in the text of the advert. |
| *(This could include the ‘dimensions’ of the role from the Job description or be a high-level summary of the main duties from your job description as this will appear later in the text of the advert).*  *Example:*  *Maintain a high standard of clinical work when carrying out nursing procedures.*  *Responsible for the safe custody of medication, including checking and administration.*  *Ensure compliance with our clinical governance framework, you will motivate colleagues, champion service user safety and dignity and drive continuous improvement.* |
| **3. About Us** Minimum of 100 characters and maximum of 1000 characters, including spaces. |
| * Introduce the team, the atmosphere, the values and behaviours. * In addition to this you can add a supporting word document about the benefit entitlement, annual leave, cycle to work, etc. |
| *The following wording will be used. Please insert the below; the recruitment team will update this section if there is anything different to the below:*  *Liverpool University Hospitals NHS Foundation Trust was created on 1 October 2019 following the merger of two adult acute Trusts, Aintree University Hospital NHS Foundation Trust and the Royal Liverpool and Broadgreen University Hospitals NHS Trust.*  *The merger provides an opportunity to reconfigure services in a way that provides the best healthcare services to the city and improves the quality of care and health outcomes that patients experience.*  *The Trust runs Aintree University Hospital, Broadgreen Hospital, Liverpool University Dental Hospital and the Royal Liverpool University Hospital.*  *It serves a core population of around 630,000 people across Merseyside as well as providing a range of highly specialist services to a catchment area of more than two million people in the North West region and beyond.*  *In its most recent inspection, the Care Quality Commission gave the Trust an overall rating of Good.* |
| **Job Description**  Minimum of 100 characters and maximum of 10,000 characters, including spaces. |
| * Outline of main job duties/responsibilities. * This text is required as part of the vacancy creation. * This is a new field and will allow candidates with different accessibility requirements to be able to read and understand what the role entails. * If your job description is over the word count you may wish to consider outlining the main & specific responsibilities in the below field and uploading the full job description as a supporting document. |
| *Copy the JD and PS here keeping within the character limits but remove any bullet points.*  *The JD will also be attached therefore if there isn’t enough space, please include a line referring the applicants to the full JD.* |