**Advertising on NHS Jobs**

**First Impressions Count**

An advert is the first thing that your prospective candidate will see when they log on to NHS Jobs, and people always say that “first impressions count”! A good advert is essential to attract the best candidates, and then to make them interested enough to read the Job Description and submit an application.

Below you will find some examples of good adverts that have recently been used by the Trust to great effect. You can utilise these to give you ideas about things to include or suggestions for layout.

**Standard Wording**

All jobs posted on NHS Jobs have the following header and footer:

Header

Great Western Hospitals NHS Foundation Trust provides acute hospital services and community health services across Wiltshire. We have approximately 5,200 staff who pride themselves in delivering an outstanding service to patients and users.

Footer

***Our Values:*Service Teamwork Ambition Respect**

Please note this vacancy will close as soon as sufficient applications have been received, so please apply as soon as possible if interested. We will endeavour to contact all applicants within four weeks, but if you do not hear from us, please assume that your application has been unsuccessful this time.

All new starters with the Trust will be subject to a six month probationary period. The probationary period works alongside the induction process to help create a positive and supportive working environment that allows new staff to learn the key elements of the role within a reasonable and realistic timescale.

Current employees should be aware that this position is advertised under GWH terms and conditions and appointment ends any TUPE protection.

Great Western Hospitals NHS Foundation Trust is a safeguarding employer committed to the safeguarding and promotion of welfare of children, young people and vulnerable adults and expects staff and volunteers to share this commitment. The Trust is committed to safe recruitment practices to protect children and vulnerable adults, and any appointment will be subject to satisfactory clearance. As part of the organisation's commitment to Safer Recruitment, candidates may request copies of relevant policies and procedures by contacting the Recruitment Team.

**Follow us on Twitter: @GWH\_Careers**

The text of your advert goes between the two sections. This ensures that your advert adheres to the standard Trust layout. On the following pages you will find a number of example adverts. Please note these are intended as a guide only and you should ensure that your advert is specific to the role that you are advertising. For further information or assistance please contact your HR Business Partner or the Recruitment Team.

***Example 1***

**Bank Registered Nurse: Community**

**Are you looking for a new challenge in a friendly and welcoming environment?**

We are recruiting Bank Registered Nurses to work across our community inpatient wards and within our Community Teams across Wiltshire. We have vacancies for bank staff on our wards in Marlborough, Chippenham, and Warminster. Successful candidates will also be able to work in our modern acute hospital in Swindon.

**What can you do for us?**

It’s an exciting time to be a nurse and we are looking for compassionate and caring nurses to work with us on an ‘as and when required’ basis (no guaranteed hours) to provide the best care we can for our patients. Successful candidates will have completed a preceptorship programme, and will have previous experience nursing patients in an acute or community setting. Compassion, commitment, enthusiasm and excellent communication skills are also essential attributes for our teams.

**What the Bank can offer you:**

* Competitive rate of pay including unsocial hours enhancements and annual leave payments
* Access to the NHS Pension Scheme
* Full training and induction programme
* Shifts available across all specialties
* Dedicated in-house Bank Team available on site seven days a week
* Flexible working patterns to suit you
* Free uniform
* Free DBS clearance
* Free access to the Staff Health and Wellbeing Service

**Our service objective is: t**o deliver high quality care to our patients, through individualised care services that will promote independence, rehabilitation and enablement. Our Community Wards and Teams are friendly places to work and we are keen to welcome new team members willing to contribute to the on-going development of our integrated services.

**Where are we recruiting?**

Wiltshire is a beautiful county characterised by expansive downlands, wide valleys and historic landmarks including the Stonehenge and Avebury stone circles. The Integrated Community Health Division has inpatient wards in Marlborough, Chippenham, and Warminster, and our Community Teams cover North-East, West and South Wiltshire. To support our recruitment process, please indicate in the supporting information which locations you would be willing to work in.

If you are excited at the opportunity of being part of the Community Nurse Bank Team, then please don’t hesitate to contact the Flexible Workforce Coordinator Charlotte Bull on 01380 732513 if you have any questions.

We look forward to meeting you soon!

**Please Note: To join our bank of Registered Nurses, you must have completed a preceptorship programme, and you must have a live NMC registration. Please contact Adam Kirton, Head of Recruitment on 01793 604983 if you have any questions about this.**

***Example 2***

**Director of Finance**

**About us**

We are an ambitious and progressive Foundation Trust, committed to providing safe, effective and high quality healthcare to around 1.4 million people a year.

We are one of the biggest employers in the south west and are proud to have 5,200 staff providing care in a modern acute hospital, in the community and in people’s homes across Wiltshire.

There is no doubt it’s a challenging time for the NHS and we operate in one of the fastest growing areas in the UK. But we’re making strong strides towards our five year vision to deliver accessible, personalised and integrated healthcare services.

We’re bringing healthcare closer to home for many, and empowering people to live independent and healthier lives. We are transforming the way we provide care, looking at new ways of working and how we work with other health and social care providers.

**Who we’re looking for**

You’ll be an inspirational leader, working with divisions across the Trust and empowering staff at every level to build a financially secure future.

We care deeply about providing safe, high quality and sustainable services for local people, so we’re looking for someone equally passionate about the difference good financial management can make.

As well as providing first class strategic and operational leadership to the Finance Department, you will drive a culture where financial performance, sustainability and governance are intrinsically linked to high quality patient services.

As a member of the Board of Directors, you’ll have significant experience working at a senior level and be confident advising the senior management team and the rest of the Board.

We are looking for someone who has a strong track record of delivering successful transformational cost efficiency in a complex environment. You will be focused on ensuring robust systems are in place to support the Trust’s financial recovery.

Ultimately, you will be focused on ensuring patients remain at the heart of every financial decision we make.

This is a challenging role, but an exciting one. It’s a time of change for the NHS and this is an opportunity to shape the future of the Trust and healthcare services for local people.

We are transforming the way we provide care, whilst building a financially secure future for the Trust and we are looking for someone who will be excited by the challenges and rewards ahead.

**How to apply**

For exceptional candidates we offer a competitive salary and comprehensive relocation package.

Applicants are encouraged to contact Nerissa Vaughan, Chief Executive, for an informal discussion on 01793 604174.

We welcome applications either via short application form through NHS Jobs or via CV by email to Adam Kirton, Head of Recruitment at adam.kirton@gwh.nhs.uk.

Candidates must be available for an assessment day on 29 July 2015.

***Example 3***

**Sepsis Nurse Practioner**

Sepsis is a life threatening condition that arises when the body’s response to an infection injures its own tissue and organs. Sepsis leads to shock, multiple organ failure and death especially if not recognised early and treated promptly.

This crucial post is key to the on-going development of safe, effective care of patients with acute sepsis, with the aim of early recognition and treatment of sepsis, severe sepsis and septic shock for patients admitted to The Great Western Hospital.

The Sepsis Nurse Practitioner will provide expert clinical practice and act as a resource across the Trust to develop care for this critical, highly dependent group of patients, where diagnosis and treatment is time critical. They will lead alongside the Lead Consultant for Sepsis to develop pathways, co-ordinate audit, develop and deliver education and training programmes; working with multi-disciplinary teams across the acute trust, as well as the wider community. If you are a skilled practitioner with a passion for developing the care pathways for patients with acute sepsis and have the key skills and attributes required to succeed in this post then this is the role for you.

We are a busy District General Hospital built under the PFI initiative, complete with new state of the art equipment. We recognise that the delivery of safe, high quality, effective and most importantly compassionate care relies on nurses who are committed to excellence standards. We have agreed Trust values or ‘STAR’ values which aim to embed a culture of service, teamwork, ambition and respect. The care given by our nurses remains a critical measure of quality for our patients and their families in regard to the services they receive from us.

For further information, or to arrange an informal visit, please contact Matron Carol Black on 01793 604115, via switchboard on 01793 604020 bleep 8070 or via email at carol.black@gwh.nhs.uk.

***Example 4***

**Health Care Assistants**

An exciting opportunity has arisen for permanent positions for Band 2 Healthcare Assistants on Ailesbury Ward, Savernake Hospital.

Ailesbury Ward provides an inpatient service for residents of Wiltshire. The ward and hospital provide a friendly working environment and are situated in the beautiful market town of Marlborough.

We are looking for caring and enthusiastic Healthcare Assistants who have drive and enthusiasm for the role. You will be joining a dedicated interdisciplinary team comprising nurses, physiotherapists, occupational therapists, medics and social workers. Ailesbury Ward provides care for patients who are resident throughout Wiltshire. We provide rehabilitation as well as clinically managing the patients’ acute illness.

As a Healthcare Assistant you will be able to work as part of the team providing excellent standards of care to the patients and their relatives/carers.

The role of the Community Hospital is constantly evolving within the health setting and you will be required to support changes to services which will ensure that Ailesbury Ward will be fit for the future.

In exchange for your high standards of care and enthusiasm we can offer you a friendly working environment where patient focused care is paramount, and staff are supported and encouraged to develop both personally and professionally, optimising their skills and competencies whilst working as a key member of the Multi-disciplinary team.

If you are excited at the opportunity of being part of the Ailesbury Team, then please don’t hesitate to contact the Ward Manager, Lorna Gough or the Ward Sisters via the ward on 01672 517244 for more information or to request an informal visit. We look forward to meeting you soon!

***Example 5***

**Aseptic Services Technician**

**Band 4 £19,027 to £22,236**

**Full-time (37.5 hours per week over 7 days)**

The hospital is a modern building with excellent facilities both in clinical area’s and for staff. Just a mile off the M4 (Junction 15), and with a shuttle bus from Swindon town centre and station (every 15 minutes), getting here could not be any easier. The Trust employs over 3,000 staff, with around 70 working within Pharmacy. We pride ourselves as being a friendly and forward thinking department.

Pharmacy is central to the forward thinking trust investment programme, using technology and new ways of working, the aseptic services unit works with cancer services, nutrition team and scanning in providing radiopharmaceuticals.

Would you like to be part of a dynamic and forward thinking Pharmacy Aseptic Services Team, working to deliver a truly excellent service?

We are looking for an enthusiastic and motivated technician who wishes to develop their technical knowledge through working in a busy aseptic unit providing cytotoxics, radiopharmaceuticals and parenteral nutrition to a variety of clinics and wards within the hospital. You will be joining our dynamic team of pharmacists and technicians at an exciting and challenging time in developing a first class aseptic service.

You should have good communication & interpersonal skills; be motivated, flexible, adaptable and able to work well in a team. Aseptic experience is desirable but not essential full training will be given within a 6 month probationary period. This is an opportunity to actively develop your technical knowledge and the option to undertake the South West In-process Checking Accreditation.

Applicants will need an NVQ/QCF Level 3 in Pharmacy Services & a BTEC in Pharmaceutical Sciences qualification, and must be registered as a Pharmacy Technician with the General Pharmaceutical Council.

So if you are a skilled and motivated Technician, with experience in aseptic services and looking for the next career step, then please consider applying for this role.

For further information, an informal discussion or visit, please contact the Recruiting Manager.