

GUIDE TO PLACING ADVERTS ON JOBCENTRE PLUS (UNIVERSAL JOBMATCH)

Advertising Requirements for Tier 2

All posts that may require a migrant to have a work visa, **other than** University research and/or teaching roles and any post with an annual salary of £71,000 or more, **must** be advertised on **both** (i) **JobCentre Plus** online (*referred to as **Universal Jobmatch** since November 2012*) **and** (ii) either the University's main 'vacancies' website, or one other place which meets the UK Border Agency's '**Criteria for suitable media**', as a minimum.

Colleges are unable to place adverts on the University website so should ensure that they refer to the '**Criteria for suitable media**' when considering other acceptable places to advertise.

University research and/or teaching roles and any post with an annual salary of £71,000 or more **must** be advertised in **two** locations which both meet the UK Border Agency's '**Criteria for suitable media**', as a minimum but do not need to be advertised on JobCentre Plus (Universal Jobmatch).

The UK Border Agency's '**Criteria for suitable media**' are detailed in our guidance in relation to the Tier 2 advertising requirements at the following link:

<http://www.admin.ox.ac.uk/personnel/permits/tier2/overseas/advertisingrequirements/>

It is the responsibility of the department or college to ensure that adverts are placed on JobCentre Plus (Universal Jobmatch) <https://www.gov.uk/jobsearch> and ensure that they contain all the necessary information required for obtaining a Certificate of Sponsorship.

Adverts must be placed for a minimum of **four weeks (28 days)**. The four weeks do not need to be consecutive. For example, adverts may be placed for two weeks in the first instance, and if no suitable resident workers are found, the same advert must be placed for a further two weeks before a Tier 2 Certificate of Sponsorship can be issued.

Advertisements **must** include the following details:

- **job title**; e.g. *Postdoctoral Research Assistant*
- **main duties and responsibilities of the job**; e.g. *to design and synthesise probes of enzymes and study the kinetics of enzymes, analyse data, publish results*
- **location(s) of the job**; e.g. *Chemistry Research Laboratory, Oxford*
- **salary package or range, and the terms on offer**; e.g. *£29,099 - £35,788 per annum, fixed term for 2 years*
- **qualification(s) required**; e.g. *PhD in Chemical Biology or Bachelor/Master's degree and close to completion of a PhD*
- **skills and experience needed**; e.g. *thorough working knowledge of organic synthesis, good publication record*
- **the closing date for applications**; e.g. *30 June 2011*

Departments **must** print the advertisement as it appears on the website on the first day that the advert appears and the printout **must** show the following:

- name and logo of the relevant government website hosting the advert *
- content of the advert
- vacancy reference number (*for Universal Jobmatch vacancies this is the 'Job ID number'*)
- date of printing
- URL (*web address*)

* The following are accepted as relevant government websites for jobs advertised using Universal Jobmatch:

- **GOV.UK**
- **Direct Gov**
- *JobCentre Plus* (only for jobs advertised before 19 November 2012)

*****PLEASE NOTE***** Where posts have a duration of six months or more, JobCentre Plus (Universal Jobmatch) will automatically post them as permanent posts. It is important therefore that all fixed term posts state the duration of the contract in the **text** of the advert.

Most departments find it easier to register with JobCentre Plus (Universal Jobmatch) as an 'approved user', since this allows the department to upload jobs directly to the JobCentre Plus (Universal Jobmatch) website. To register as an approved user go to:

<https://www.gov.uk/advertise-job>

- To register click on "Start now" and then on "register" and follow the instructions on screen.

Services provided by TMP Worldwide (formerly the Tribal Advertising Agency)

Those departments that do not wish to register as approved users may wish to use TMP Worldwide to place adverts on JobCentre Plus (Universal Jobmatch) on their behalf.

TMP will place adverts on JobCentre Plus (Universal Jobmatch) for a charge of £75 per advert. Departments still have responsibility for printing the advert once it is live, and are advised to check that the advert contains all the information necessary to meet the UK Border Agency's advertising requirements.

Advert placement process through TMP:

- Department needs to register with JCP by calling 0845 601 2001. They will then be given an employer reference number (usually seven digits long starting with a 7). It is only necessary to register once.
- Email Thomas.peutrill@tmpw.co.uk with the advert text and request placement on JobCentre Plus (Universal Jobmatch).
- Advert text to be no more than 200 words, including application details. If advert text is more than 200 words TMP will edit (copy limit) the standard advert placed on the University's website (or submitted for publication elsewhere) to fit within the JobCentre Plus (Universal Jobmatch) limit while still meeting UKBA requirements, and will return the edited version to the department for checking. Please note that JobCentre Plus (Universal Jobmatch) reserves the right to edit the copy further, and no guarantees can be made that these edits will be sent to TMP for approval.
- The advert will be checked for potentially discriminatory content.
- TMP will ask for a copy of the advert from JobCentre Plus (Universal Jobmatch) when it is live on their site. This will then be sent to departments so that it can be printed for inclusion in any subsequent CoS application. Please note that this request is not always fulfilled by JobCentre Plus (Universal Jobmatch).
- All JobCentre Plus (Universal Jobmatch) adverts received by TMP before Thursday 5pm will be processed on Friday morning.
- A confirmation email will be sent to the department once a job reference number is received from JobCentre Plus (Universal Jobmatch).

JOBCENTRE PLUS (UNIVERSAL JOBMATCH) SOMETIMES CHANGES INFORMATION BEFORE PLACING AN ADVERT WITHOUT NOTIFYING DEPARTMENTS. PLEASE ENSURE YOU CHECK THAT THE LIVE ADVERT WILL MEET UK BORDER AGENCY REQUIREMENT