



# Writing a health inclusive job advert

## Top tips:

**Jargon-free language:** Think about writing the advert for someone who doesn't know all the technical terms you do. You may be excluding a good candidate with a lot of applicable experience in another field.

**AI:** Use AI to simplify your language in the Job Advert

**Avoid gendered or biased terms** - don't assume that you need someone of a certain age, sex or background.

**Reasonable Adjustments:** This is circumstantial and refers to someone who is unable to physically fulfil the job requirements but who could fulfil them with an adjustment. For example, screen readers for a blind individual.

To encourage applicants from this group we suggest writing the following: *'We are committed to making reasonable adjustments should you need them. Please do not hesitate to contact us should you desire clarification on what reasonable adjustments might be provided to ensure you are not discriminated against.'*

You might have a breakdown of what 'reasonable adjustments might mean. These common examples give the applicant assurance that they can perform the job without judgement.

**Diversity:** To ensure you encourage a fair representation of applicants we advise you to include the following example *'We are committed to building a workforce which reflects the diversity of the county's working residents, encouraging applications from people of all ages, abilities, genders, sexual orientations, ethnic backgrounds, faiths and those with caring responsibilities, we aspire to create an inclusive workplace where everyone can be themselves at work.'*

