

Human resources (HR) manager

Our HR managers make sure that our frontline staff and other colleagues are supported and available to deliver the care our patients need.

"I chose the NHS over the private sector because the focus is on people rather than profit."

[Read Richard's story](#) ^[1]



Working life

You'll have responsibility for recruitment, selection, appraisal, staff development and training, understanding and implementing employment legislation and welfare.

As an HR manager, you may have responsibility for workforce planning or work for one or more directorates, such as surgery or accident and emergency where you will provide HR support and advice. This might involve:

- advising on the redeployment of staff from a ward that is closing
- advertising strategies for the recruitment of new staff.

Some senior HR managers will have broad areas of responsibility, such as:

Apprenticeships logo

- operations
- training
- development and recruitment
- implementing national initiatives.

Roles in human resource management

There are a variety of job roles and job titles in this area of management. Here are some examples of job roles.

- human resources manager
- medical staffing manager
- assistant director of human resources (workforce development)
- divisional human resources manager

Human resources manager

You could be working in a specialist trust providing mental health services for adults, older people, children and adolescents and also substance misuse and specialist learning disabilities.

In this type of role, you would take a lead role in the trusts human resources agenda and lead on specific corporate HR objectives. You could be responsible for the:

- recruitment & retention of staff
- maintenance of the attendance management process
- handling formal grievance and disciplinary process and appeals
- the design and delivery of training and development programmes
- providing advice on principles and detail of employment legislation and good practice
- the maintenance of effective employee relations including participation in local formal consultation machinery and processes of job evaluation, salary administration and reward management.

Medical staffing manager

Working in a hospital NHS trust, you'd typically have responsibility for all medical staff working within the trust, with the exception of medical students. This would include responsibility for:

You'll need to be able to build relationships at all levels, and have current knowledge of the NHS HR agenda

- terms and conditions of medical staff
- recruitment and selection of professional grade staff.

You'd advise and support medical staff on HR-related issues and could be involved with the international recruitment of medical staff, workforce planning and the European [Working Time Directive](#) [2].

Assistant director of human resources (workforce development)

In this example, you'd lead the trust's development and implementation of a comprehensive training and development plan working in partnership with areas of the trust also delivering education. Delivery of the plan would involve liaison with partner organisations across the region. Key elements of such a post would be:

- effective leadership
- staff development
- workforce planning.

Divisional human resources manager

Here, you'd be one of four HR managers working within a university hospitals' NHS trust providing strategic development and leadership support. You'd be managing a team of 16 and manage a budget of over £700,000. You'd be expected to ensure that there was excellent communication between colleagues.

Want to learn more?

- [Find out more about the entry requirements, skills and interests required to enter a career in HR management](#) ^[3]
- [Find out more about the training you'll receive for a career in HR management](#) ^[4]

• Pay and conditions

Most jobs in the NHS are covered by the [Agenda for Change \(AfC\)](#) ^[5] pay scales. This pay system covers all staff except doctors, dentists and the most senior managers.

Your precise role in HR management within the NHS will affect your salary. There are some positions in HR at [AfC](#) ^[6] band 5, with opportunities at specialist and managerial level from bands 6 to 8, and rising to Band 9 for the most senior roles below director level. At director and similar levels, you would be on the Very Senior Managers pay scales.

Staff in the NHS will usually work a standard 37.5 hours per week. They may work a shift pattern.

Terms and conditions of service can vary for employers outside the NHS.

• Where the role can lead

With further training and/or experience, you may be able to develop your career further and apply for more senior managerial roles in HR and related functions. Progression for those with ability is typically via operational management in a large organisation. Relocation for promotion is common.

Relevant HR management qualifications and membership of organisations such as the Chartered Institute of Personnel and Development may be an advantage and will be a requirement for some posts.

More diverse routes are now opening up, for example, jointly-funded posts between health and social services.

Graduates from the [NHS Graduate Management Training Scheme](#) ^[7] are expected to gain rapid promotion.

• Job market and vacancies

When you're looking for managerial jobs in human resources and related functions, there are a number of sources you can use but most NHS vacancies can be found on the [NHS Jobs website](#) [8].

Just some of the current vacancies can be found below.

Find a vacancy

Enter your location or postcode

Show results within

Search

○ Human Resources Assistant

Sunderland, SR5 2TA

Salary:

£27667.98

Type:

Fixed-Term

Employer:

Sunderland GP Alliance

[Apply now on NHS Jobs for Human Resources Assistant job \(opens in a new window\)](#) [9]

○ HR Manager

Maidstone, ME17 4NU

Ashford, TN27 9AA

Maidstone, ME15 9QJ

Salary:

Negotiable

Type:

Permanent

Employer:

Greensand Health Centre

[Apply now on NHS Jobs for HR Manager job \(opens in a new window\)](#) [10]

- **Resourcing Assistant - Recruitment (XN02)**

Leeds, LS9 7TF

Salary:

£24465.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for Resourcing Assistant - Recruitment \(XN02\) job \(opens in a new window\)](#) ^[11]

- **Facilities Management Assistant Recruitment Event - Bank Only**

Liverpool & Southport, L34 1PJ

Salary:

£24169.00

Type:

Bank

Employer:

Mersey Care NHS Foundation Trust

[Apply now on NHS Jobs for Facilities Management Assistant Recruitment Event - Bank Only job \(opens in a new window\)](#) ^[12]

- **HR Services Administrator (Recruitment)**

Exeter, EX2 7HY

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

South Western Ambulance Service NHS Foundation Trust

[Apply now on NHS Jobs for HR Services Administrator \(Recruitment\) job \(opens in a new window\)](#) ^[13]

- **Capital Development Manager (Project Manager)**

Worthing, BN11 2DH

Salary:

Negotiable

Type:

Permanent

Employer:

University Hospitals Sussex NHS Foundation Trust (279)

[Apply now on NHS Jobs for Capital Development Manager \(Project Manager\) job \(opens in a new window\)](#) ^[14]

- **Quality Manager/Deputy Laboratory Manager - Microbiology Speciality**

Stanley, AA1 1AA

Salary:

£42000.00 to £52000.00

Type:

Fixed-Term

Employer:

Falkland Islands Government

[Apply now on NHS Jobs for Quality Manager/Deputy Laboratory Manager - Microbiology Speciality job \(opens in a new window\)](#) ^[15]

- **Senior Manager, Strategic Commissioning and Contract Management**

Ipswich, IP1 2BX

Salary:

£70086.00 to £75538.00

Type:

Permanent

Employer:

Suffolk County Council

[Apply now on NHS Jobs for Senior Manager, Strategic Commissioning and Contract Management job \(opens in a new window\)](#) ^[16]

- **Practice Manager**

Birmingham, B26 1AT

Salary:

Negotiable

Type:

Permanent

Employer:

Rowlands Road Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) ^[17]

- **Research Manager**

Sheffield, S4 7QQ

Salary:

£46148.00 to £52809.00

Type:

Fixed-Term

Employer:

Sheffield Health and Social Care NHS Foundation Trust

[Apply now on NHS Jobs for Research Manager job \(opens in a new window\)](#) [18]

- **Research Manager**

Sheffield, S4 7QQ

Salary:

£46148.00 to £52809.00

Type:

Fixed-Term

Employer:

Sheffield Health and Social Care NHS Foundation Trust

[Apply now on NHS Jobs for Research Manager job \(opens in a new window\)](#) [18]

- **Project Manager**

Carlisle or Whitehaven, CA3 0HA

Salary:

£29970.00 to £36483.00

Type:

Fixed-Term

Employer:

North Cumbria Integrated Care NHS Foundation Trust

[Apply now on NHS Jobs for Project Manager job \(opens in a new window\)](#) [19]

- **Placement Manager**

Tadworth, KT20 5RU

Salary:

£38708.00

Type:

Permanent

Employer:

The Children's Trust

[Apply now on NHS Jobs for Placement Manager job \(opens in a new window\)](#) [20]

- **Registered Manager**

Leeds, LS7 1QB

Salary:

£44711.00 to £47754.00

Type:

Permanent

Employer:

Leeds City Council

[Apply now on NHS Jobs for Registered Manager job \(opens in a new window\)](#) ^[21]

- **Practice Manager**

Manchester, M18 8HE

Salary:

Negotiable

Type:

Permanent

Employer:

Central Manchester Networks Ltd

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) ^[22]

- **Administration Manager**

317 Trustwide, NE1 4LP

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

The Newcastle upon Tyne Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Administration Manager job \(opens in a new window\)](#)

^[23]

- **Team Manager**

Huddersfield, HD3 3HR

Salary:

£62000.00 to £65000.00

Type:

Permanent

Employer:

Evolve Psychology Services

[Apply now on NHS Jobs for Team Manager job \(opens in a new window\)](#) ^[24]

- **Trial Manager**

Sutton, SM2 5PT

Salary:

£42939.00 to £50697.00

Type:

Fixed-Term

Employer:

The Royal Marsden NHS Foundation Trust

[Apply now on NHS Jobs for Trial Manager job \(opens in a new window\)](#) [25]

- **Dispensary Manager**

King's Lynn, PE32 2JQ
King's Lynn, PE318NH

Salary:

Negotiable

Type:

Permanent

Employer:

Great Massingham and Docking Surgeries Partnership

[Apply now on NHS Jobs for Dispensary Manager job \(opens in a new window\)](#) [26]

- **Team Manager**

Carlisle, CA1 1PY

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Cumbria, Northumberland, Tyne and wear (CNTW) NHS Foundation Trust

[Apply now on NHS Jobs for Team Manager job \(opens in a new window\)](#) [27]

- **Dispensary Manager**

King's Lynn, PE32 2JQ
King's Lynn, PE318NH

Salary:

Negotiable

Type:

Permanent

Employer:

Great Massingham and Docking Surgeries Partnership

[Apply now on NHS Jobs for Dispensary Manager job \(opens in a new window\)](#) [26]

- **Team Manager**

Carlisle, CA1 1PY

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Cumbria, Northumberland, Tyne and wear (CNTW) NHS Foundation Trust

[Apply now on NHS Jobs for Team Manager job \(opens in a new window\)](#) [27]

- **Pharmacy Manager**

Redruth, TR15 2AF

Salary:

Negotiable

Type:

Permanent

Employer:

Superdrug

[Apply now on NHS Jobs for Pharmacy Manager job \(opens in a new window\)](#) [28]

- **Hospitality Manager**

Beckenham, BR3 3FH

Salary:

£35000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

[Apply now on NHS Jobs for Hospitality Manager job \(opens in a new window\)](#) [29]

- **Deputy Manager**

Littleover, DE23 4BU

Salary:

£16.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

[Apply now on NHS Jobs for Deputy Manager job \(opens in a new window\)](#) [30]

- **Pharmacy Manager**

Kingston Upon Hull, HU10 7AZ

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

[Apply now on NHS Jobs for Pharmacy Manager job \(opens in a new window\)](#) [31]

- **Dispensary Manager**

Norwich, NR13 3RA

Salary:

Negotiable

Type:

Permanent

Employer:

Acle Medical Partnership

[Apply now on NHS Jobs for Dispensary Manager job \(opens in a new window\)](#) [32]

- **Project Manager**

Williamstown, CF40 1XX

Salary:

£37898.00 to £45637.00

Type:

Permanent

Employer:

Cwm Taf Morgannwg University Health Board

[Apply now on NHS Jobs for Project Manager job \(opens in a new window\)](#) [33]

- **Practice Manager**

Pudsey, LS28 7DE

Salary:

£55000.00 to £65000.00

Type:

Permanent

Employer:

Clinicare Health Support Services Ltd

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) [34]

- **Ward Manager**

Rochdale, OL12 0NB

Salary:

Negotiable

Type:

Permanent

Employer:

Northern Care Alliance NHS Foundation Trust

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) [35]

- **Ward Manager**

Sunderland, SR4 7TP

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

South Tyneside and Sunderland NHS Foundation Trust

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) ^[36]

- **Ward Manager**

Reading, RG30 4EJ

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Berkshire Healthcare Foundation Trust

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) ^[37]

- **Finance Manager**

Harrogate, HG2 7SX

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Harrogate and District NHS Foundation Trust

[Apply now on NHS Jobs for Finance Manager job \(opens in a new window\)](#) ^[38]

- **Unit Manager**

Chelmsford, CM1 7ET

Salary:

£46148.00

Type:

Permanent

Employer:

Mid and South Essex NHS Foundation Trust

[Apply now on NHS Jobs for Unit Manager job \(opens in a new window\)](#) ^[39]

- **Home Manager**

Kidderminster, DY10 3DJ

Salary:

£90000.00 to £111230.00

Type:

Permanent

Employer:

Aria Care

[Apply now on NHS Jobs for Home Manager job \(opens in a new window\)](#) ^[40]

- **Ward Manager**

Bridgend, CF311RQ

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Cwm Taf Morgannwg University Health Board

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) ^[41]

- **Research Manager**

Liversedge, WF15 6LP

Salary:

Negotiable

Type:

Permanent

Employer:

Locala Health and Wellbeing

[Apply now on NHS Jobs for Research Manager job \(opens in a new window\)](#) ^[42]

- **Risk Manager**

To be determined, CF23 8HF

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Welsh Ambulance NHS Trust

[Apply now on NHS Jobs for Risk Manager job \(opens in a new window\)](#) ^[43]

- **Finance Manager**

Oxford, OX4 4XN

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Oxford Health NHS Trust

[Apply now on NHS Jobs for Finance Manager job \(opens in a new window\)](#) [44]

- **Practice Manager**

Dudley, DY2 0EF

Salary:

Negotiable

Type:

Permanent

Employer:

Dudley Wood Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) [45]

- **Facility Manager**

Didcot, OX11 0RQ

Salary:

£42758.00 to £48543.00

Type:

Permanent

Employer:

UK Health Security Agency

[Apply now on NHS Jobs for Facility Manager job \(opens in a new window\)](#) [46]

- **Contracts Manager**

Dorchester, DT1 2JY

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Dorset County Hospital NHS Foundation Trust

[Apply now on NHS Jobs for Contracts Manager job \(opens in a new window\)](#) [47]

- **Practice Manager**

London, SE22 9EP

Salary:

£35000.00 to £45000.00

Type:

Permanent

Employer:

DMC Healthcare

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) [48]

- **Practice Manager**

Northampton, NN3 8DW

Salary:

£35000.00 to £50000.00

Type:

Permanent

Employer:

Weston Favell Primary Care Centre - Favell Plus GP Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) [49]

- **Team Manager**

Gosforth, NE3 3PF

Salary:

£62000.00 to £65000.00

Type:

Permanent

Employer:

Evolve Psychology Services

[Apply now on NHS Jobs for Team Manager job \(opens in a new window\)](#) [50]

- **Ward Manager**

Bingley, BD16 1TW

Salary:

Negotiable

Type:

Permanent

Employer:

Ramsay Health Care UK Operations Limited

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) [51]

- **Home Manager**

Prestbury, SK10 4AP

Salary:

£40000.00 to £80000.00

Type:

Permanent

Employer:

Barchester Healthcare

[Apply now on NHS Jobs for Home Manager job \(opens in a new window\)](#) ^[52]

- **Imaging Manager**

Preston, PR2 9SZ

Salary:

Negotiable

Type:

Permanent

Employer:

Ramsay Health Care UK Operations Limited

[Apply now on NHS Jobs for Imaging Manager job \(opens in a new window\)](#) ^[53]

- **Procurement Manager**

Manchester, M1 1EX

Salary:

£40000.00

Type:

Permanent

Employer:

NUPAS Ltd

[Apply now on NHS Jobs for Procurement Manager job \(opens in a new window\)](#) ^[54]

- **Business Manager**

High Wycombe, HP11 2SD

High Wycombe, HP15 7AD

Salary:

£45000.00 to £50000.00

Type:

Permanent

Employer:

Desborough Surgery

[Apply now on NHS Jobs for Business Manager job \(opens in a new window\)](#) ^[55]

- **EPRR Manager**

26 Bennerley Road, Bulwell, NG6 8WR

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Nottingham CityCare Partnership CIC

[Apply now on NHS Jobs for EPRR Manager job \(opens in a new window\)](#) ^[56]

- **Practice Manager**

London, W4 3JL

Salary:

£35000.00 to £40000.00

Type:

Permanent

Employer:

Grove Park Terrace Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) ^[57]

- **Business Manager**

High Wycombe, HP11 2SD

High Wycombe, HP15 7AD

Salary:

£45000.00 to £50000.00

Type:

Permanent

Employer:

Desborough Surgery

[Apply now on NHS Jobs for Business Manager job \(opens in a new window\)](#) ^[55]

- **Project Manager**

Pan Wales, SA6 8RE

Salary:

£37898.00 to £45637.00

Type:

Fixed-Term

Employer:

Welsh Ambulance NHS Trust

[Apply now on NHS Jobs for Project Manager job \(opens in a new window\)](#) ^[58]

- **Operations Manager**

London, SE1 7EH

Salary:

Negotiable

Type:

Permanent

Employer:

Synnovis Analytics

[Apply now on NHS Jobs for Operations Manager job \(opens in a new window\)](#) ^[59]

- **Ward Manager**

Llantrisant, CF72 8XR

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Cwm Taf Morgannwg University Health Board

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) ^[60]

- **Home Manager**

Northampton, NN4 0XN

Salary:

£45000.00 to £65000.00

Type:

Permanent

Employer:

Barchester Healthcare

[Apply now on NHS Jobs for Home Manager job \(opens in a new window\)](#) ^[61]

- **Practice Manager**

Newport, NP199PS

Salary:

Negotiable

Type:

Permanent

Employer:

Park Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) ^[62]

○ **Ward Manager**

Llandrindod Wells, LD1 5HF

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Powys Teaching Health Board

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) ^[63]

○ **Catering Manager**

Birmingham, B24 0DF

Birmingham, B29 7DA

Salary:

£37000.00

Type:

Permanent

Employer:

Birmingham Hospice

[Apply now on NHS Jobs for Catering Manager job \(opens in a new window\)](#) ^[64]

• **Further information**

For further information about a career in HR management, please contact

- [Chartered Institute of Personnel and Development](#) ^[65]
- [Healthcare People Management Association](#) ^[66]
- [National Association of Medical Personnel Specialists](#) ^[67]
- [NHS Graduate Management Training Schem](#) ^[71] ^[68]

Other roles that may interest you

- [Administrative management](#) ^[69]
- [Practice manager](#) ^[70]
- [Knowledge and library services](#) ^[71]
- [Experienced paramedic](#) ^[72]

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