

# 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](#) <sup>[1]</sup>



## 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](#) <sup>[3]</sup>
- [Find out more about the training you'll receive for a career in HR management](#) <sup>[4]</sup>

## • Pay and conditions

Most jobs in the NHS are covered by the [Agenda for Change \(AfC\)](#) <sup>[5]</sup> 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](#) <sup>[6]</sup> 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](#) <sup>[7]</sup> 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 Administrator**

London, SE16 6AE

Salary:

Negotiable

Type:

Permanent

Employer:

Nexus Health Group

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

- **Associate Human Resources Partner**

Doncaster, DN4 8QN

Salary:

£37338.00 to £44962.00

Type:

Fixed-Term

Employer:

Rotherham Doncaster and South Humber NHSFT

[Apply now on NHS Jobs for Associate Human Resources Partner job \(opens in a new window\)](#) [10]

- **Human Resources Business Partner**

Wythenshawe,, M23 9LT

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Manchester University NHS Foundation Trust

[Apply now on NHS Jobs for Human Resources Business Partner job \(opens in a new window\)](#) <sup>[11]</sup>

- **TLCP Operations and Human Resource Administrator**

London, SE13 7SX

London, SE41JN

Salary:

Negotiable

Type:

Permanent

Employer:

The Lewisham Care Partnership

[Apply now on NHS Jobs for TLCP Operations and Human Resource Administrator job \(opens in a new window\)](#) <sup>[12]</sup>

- **Human Resources Business Partner in Specialised Services**

Bristol, BS2 8HW

Salary:

£62215.00 to £72293.00

Type:

Permanent

Employer:

University Hospitals Bristol and Weston NHS Foundation Trust (UHBW)

[Apply now on NHS Jobs for Human Resources Business Partner in Specialised Services job \(opens in a new window\)](#) <sup>[13]</sup>

- **Clinical Data Manager - Centralised Recruitment - B4**

Headington, Oxford, OX3 7LE

Salary:

£26530.00 to £29114.00

Type:

Fixed-Term

Employer:

Oxford University Hospitals NHS Foundation Trust  
[Apply now on NHS Jobs for Clinical Data Manager - Centralised Recruitment - B4 job \(opens in a new window\)](#) <sup>[14]</sup>

- **HR Advisor (Recruitment)**

Great Bramingham Lane, LU3 3NT

Salary:

£28826.00

Type:

Fixed-Term

Employer:

Keech Hospice Care

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

<sup>[15]</sup>

- **Deputy Category Manager - HR & Professional Services**

London, SW17 0QT

Salary:

£54320.00 to £60981.00

Type:

Permanent

Employer:

St George's University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Deputy Category Manager - HR & Professional Services job \(opens in a new window\)](#) <sup>[16]</sup>

- **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 \(opens in a new window\)](#) <sup>[17]</sup>

- **Organisational Development Manager (Leadership, Management & Teams)**

Across Wales, LL17 0LJ

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Welsh Ambulance NHS Trust

[Apply now on NHS Jobs for Organisational Development Manager \(Leadership, Management & Teams\) job \(opens in a new window\)](#) <sup>[18]</sup>

- **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 \(opens in a new window\)](#) <sup>[19]</sup>

- **Procurement Manager**

Salford, M5 3EH

Salary:

£30000.00 to £40000.00

Type:

Permanent

Employer:

NHS Shared Business Services

[Apply now on NHS Jobs for Procurement Manager job \(opens in a new window\)](#) <sup>[20]</sup>

- **Service Manager**

West Midlands, ST11 9JG

Salary:

£40000.00 to £40000.00

Type:

Permanent

Employer:

Cygnnet Health Care

[Apply now on NHS Jobs for Service Manager job \(opens in a new window\)](#) <sup>[21]</sup>

- **Practice Manager**

Birmingham, B30 1BY

Birmingham, B48 7LA

Salary:

Negotiable

Type:

Permanent

Employer:

Northwood Medical Centre

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

- **Practice Manager**

Reading, RG6 1JS

Reading, RG5 4JA

Salary:

£45000.00 to £60000.00

Type:

Permanent

Employer:

Parkside Family Practice

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[23]</sup>

- **Practice Manager**

Clacton on Sea, CO15 3AU

Salary:

Negotiable

Type:

Permanent

Employer:

Primary Care Careers

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[24]</sup>

- **Practice Manager**

Manchester, M18 8HE

Salary:

Negotiable

Type:

Permanent

Employer:

Central Manchester Networks Ltd

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[25]</sup>

- **Ward Manager**

Worthing, BN13 3AT

Salary:



£46148.00 to £52809.00

Type:

Fixed-Term

Employer:

Sussex Partnership NHS Foundation Trust

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) <sup>[26]</sup>

- **Home Manager**

New Malden, KT3 5EA

Salary:

£84000.00 to £103826.00

Type:

Permanent

Employer:

Aria Care

[Apply now on NHS Jobs for Home Manager job \(opens in a new window\)](#) <sup>[27]</sup>

- **Ward Manager**

Isleworth, TW7 6AF

Salary:

£51883.00 to £58544.00

Type:

Permanent

Employer:

Chelsea and Westminster Hospital NHS Foundation Trust

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) <sup>[28]</sup>

- **Ward Manager**

London, N19 5NX

Salary:

£54320.00 to £60981.00

Type:

Permanent

Employer:

455 North London NHS Foundation Trust

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) <sup>[29]</sup>

- **Hub Manager**

Cottingham, HU16 5JQ

Salary:

£29970.00 to £36483.00

Type:

Permanent  
Employer:  
Hull University Teaching Hospitals NHS Trust  
[Apply now on NHS Jobs for Hub Manager job \(opens in a new window\)](#) <sup>[30]</sup>

- **IT Manager**

York Business Park, YO26 6RW

Salary:  
£55895.00 to £62889.00

Type:  
Permanent

Employer:  
Compass

[Apply now on NHS Jobs for IT Manager job \(opens in a new window\)](#) <sup>[31]</sup>

- **Practice Manager**

Birmingham, B26 1AT

Salary:  
Negotiable

Type:  
Permanent

Employer:  
Rowlands Road Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[32]</sup>

- **Service Manager**

Redhill, RH1 5RH

Salary:  
£53755.00 to £60504.00

Type:  
Permanent

Employer:  
Surrey and Sussex Healthcare NHS Trust

[Apply now on NHS Jobs for Service Manager job \(opens in a new window\)](#) <sup>[33]</sup>

- **Pharmacy Manager**

Redruth, TR15 2AF

Salary:  
Negotiable

Type:  
Permanent

Employer:

Superdrug

[Apply now on NHS Jobs for Pharmacy Manager job \(opens in a new window\)](#) <sup>[34]</sup>

- **Hospitality Manager**

Beckenham, BR3 3FH

Salary:

£35000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

[Apply now on NHS Jobs for Hospitality Manager job \(opens in a new window\)](#) <sup>[35]</sup>

- **Clinic Manager**

Middlesbrough, TS3 6LB

Salary:

£50000.00 to £54000.00

Type:

Permanent

Employer:

Diaverum

[Apply now on NHS Jobs for Clinic Manager job \(opens in a new window\)](#) <sup>[36]</sup>

- **Practice Manager**

London, W2 2HL

London, W2 5ES

Salary:

£55000.00 to £65000.00

Type:

Permanent

Employer:

Connaught Square Practice

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[37]</sup>

- **Deputy Manager**

Littleover, DE23 4BU

Salary:

£16.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

[Apply now on NHS Jobs for Deputy Manager job \(opens in a new window\)](#) <sup>[38]</sup>

- **Project Manager**

Nottingham, NG2 3AJ  
Nottingham, NG7 2UH  
Sutton-in-ashfield, NG17 4JL

Salary:

£45000.00

Type:

Permanent

Employer:

NEMS Community Benefit Services Ltd

[Apply now on NHS Jobs for Project Manager job \(opens in a new window\)](#) <sup>[39]</sup>

- **Waste Manager**

Harlow, CM20 1QX

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

The Princess Alexandra Hospital NHS Trust

[Apply now on NHS Jobs for Waste Manager job \(opens in a new window\)](#) <sup>[40]</sup>

- **Pharmacy Manager**

Kingston Upon Hull, HU10 7AZ

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

[Apply now on NHS Jobs for Pharmacy Manager job \(opens in a new window\)](#) <sup>[41]</sup>

- **Programme Manager**

Manchester, M1 3BN

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

NICE – The National Institute for Health and Care Excellence

[Apply now on NHS Jobs for Programme Manager job \(opens in a new window\)](#) <sup>[42]</sup>

- **Dispensary Manager**

Norwich, NR13 3RA

Salary:

Negotiable

Type:

Permanent

Employer:

Acle Medical Partnership

[Apply now on NHS Jobs for Dispensary Manager job \(opens in a new window\)](#) <sup>[43]</sup>

- **Category Manager**

Huddersfield, HD3 3EA

Salary:

£41341.00

Type:

Permanent

Employer:

Calderdale and Huddersfield Solutions

[Apply now on NHS Jobs for Category Manager job \(opens in a new window\)](#) <sup>[44]</sup>

- **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 \(opens in a new window\)](#) <sup>[45]</sup>

- **Practice Manager**

Bradford, BD8 9LB

Salary:

Negotiable

Type:

Permanent

Employer:

Kensington Partnership

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[46]</sup>

- **Operations Manager**

Slough, SL1 1TT

Salary:

£35000.00

Type:

Permanent

Employer:

Herschel Medical Centre

[Apply now on NHS Jobs for Operations Manager job \(opens in a new window\)](#) <sup>[47]</sup>

- **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 \(opens in a new window\)](#) <sup>[48]</sup>

- **Operations Manager**

Slough, SL1 1TT

Salary:

£35000.00

Type:

Permanent

Employer:

Herschel Medical Centre

[Apply now on NHS Jobs for Operations Manager job \(opens in a new window\)](#) <sup>[47]</sup>

- **Team Manager**

Redditch, B97 6QS

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Inclusion

[Apply now on NHS Jobs for Team Manager job \(opens in a new window\)](#) <sup>[49]</sup>

- **Operations Manager**

Wetherby, LS22 6RT

Salary:

Negotiable

Type:

Permanent

Employer:

Crossley Street Surgery

[Apply now on NHS Jobs for Operations Manager job \(opens in a new window\)](#) <sup>[50]</sup>

- **Practice Manager**

Stoke-on-trent, ST4 8LT

Stoke-on-trent, ST12 9EP

Salary:

£40000.00 to £45000.00

Type:

Permanent

Employer:

Brinsley Avenue Practice

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[51]</sup>

- **Finance Manager**

Wembley, HA0 4UZ

Salary:

£15.00 to £20.00

Type:

Permanent

Employer:

Premier Medical Centre

[Apply now on NHS Jobs for Finance Manager job \(opens in a new window\)](#) <sup>[52]</sup>

- **Legacy Manager**

Luton, LU3 3NT

Salary:

£41750.00

Type:

Permanent

Employer:

Keech Hospice Care

[Apply now on NHS Jobs for Legacy Manager job \(opens in a new window\)](#) <sup>[53]</sup>

- **Operations Manager**

Port Talbot, SA12 7BJ

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Swansea Bay University Health Board

[Apply now on NHS Jobs for Operations Manager job \(opens in a new window\)](#) <sup>[54]</sup>

- **Finance Manager**

London, NW1 2PG

Salary:

£61927.00 to £68676.00

Type:

Permanent

Employer:

University College London Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Finance Manager job \(opens in a new window\)](#) <sup>[55]</sup>

- **Practice Manager**

Dudley, DY2 0EF

Salary:

Negotiable

Type:

Permanent

Employer:

Dudley Wood Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[56]</sup>

- **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 \(opens in a new window\)](#) <sup>[57]</sup>



- **Finance Manager**

London, NW1 2PG

Salary:

£61927.00 to £68676.00

Type:

Permanent

Employer:

University College London Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Finance Manager job \(opens in a new window\)](#) <sup>[55]</sup>

- **Operations Manager**

Chester Le Street, DH3 2QT

Salary:

£35000.00 to £40000.00

Type:

Permanent

Employer:

Birtley Medical Group

[Apply now on NHS Jobs for Operations Manager job \(opens in a new window\)](#) <sup>[58]</sup>

- **Network Manager**

Liverpool, L14 5AB

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Alder Hey Children's NHS Foundation Trust

[Apply now on NHS Jobs for Network Manager job \(opens in a new window\)](#) <sup>[59]</sup>

- **Project Manager**

London, M1 3BN

Salary:

£46148.00 to £52809.00

Type:

Fixed-Term

Employer:

NICE – The National Institute for Health and Care Excellence

[Apply now on NHS Jobs for Project Manager job \(opens in a new window\)](#) <sup>[60]</sup>

- **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 \(opens in a new window\)](#) <sup>[61]</sup>

- **Project Manager**

Cardiff / Wrexham / Swansea, CF10 4BZ

Salary:

£37898.00 to £45637.00

Type:

Fixed-Term

Employer:

Public Health Wales

[Apply now on NHS Jobs for Project Manager job \(opens in a new window\)](#) <sup>[62]</sup>

- **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 \(opens in a new window\)](#) <sup>[63]</sup>

- **Procurement Manager**

Manchester, M1 1EX

Salary:

£40000.00

Type:

Permanent

Employer:

NUPAS Ltd

[Apply now on NHS Jobs for Procurement Manager job \(opens in a new window\)](#) <sup>[64]</sup>

- **Ward Manager**

Retford, DN22 0PD

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Nottinghamshire Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) <sup>[65]</sup>

- **Reception Manager**

Nr Tarporley, CW6 9PE

Salary:

Negotiable

Type:

Permanent

Employer:

Bunbury Medical Practice

[Apply now on NHS Jobs for Reception Manager job \(opens in a new window\)](#) <sup>[66]</sup>

- **Further information**

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

- [Chartered Institute of Personnel and Development](#) <sup>[67]</sup>
- [Healthcare People Management Association](#) <sup>[68]</sup>
- [National Association of Medical Personnel Specialists](#) <sup>[69]</sup>
- [NHS Graduate Management Training Scheme](#) <sup>[7]</sup><sup>e</sup> <sup>[70]</sup>

## Other roles that may interest you

- [Administrative management](#) <sup>[71]</sup>
- [Practice manager](#) <sup>[72]</sup>
- [Knowledge and library services](#) <sup>[73]</sup>
- [Experienced paramedic](#) <sup>[74]</sup>

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### Links

[1] <https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/human-resources-hr-manager/real-life-story-richard-lewis> [2]

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<https://www.healthcareers.nhs.uk/about/careers-nhs/nhs-pay-and-benefits/agenda-change-pay-rates> [6]  
<https://www.healthcareers.nhs.uk/glossary#AfC> [7] <http://www.nhsgraduates.co.uk/> [8]  
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