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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 <u>Agenda for Change (AfC)</u> [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

Recruitment Manager

London, SE1 4YB

Salary:

£35964.00 to £43780.00

Type:

Fixed-Term

Employer:

Guy's and St Thomas' NHS Foundation Trust

Apply now on NHS Jobs for Recruitment Manager 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]

HR Manager (Learning & Development)

Leeds, LS21 1PY

Salary:

£40000.00 to £50000.00

Type:

Permanent

Employer:

OneMedicalGroup

Apply now on NHS Jobs for HR Manager (Learning & Development) job (opens in a new window) [11]

Associate Human Resources Business Partner

Sterling Way, N18 1QX

Salary:

£51883.00 to £58544.00

Type:

Permanent

Employer:

Royal Free London NHS Foundation Trust

Apply now on NHS Jobs for Associate Human Resources Business Partner job (opens in a new window) [12]

HR Case Manager

Runcorn, WA7 4QX

Salary:

£35000.00 to £39000.00

Type:

Fixed-Term

Employer:

HCRG Care Group

Apply now on NHS Jobs for HR Case Manager job (opens in a new window) [13]

HR Case Manager

Chester, CH1 1AB

Salary:

£35000.00 to £39000.00

Type:

Fixed-Term

Employer:

HCRG Care Group

Apply now on NHS Jobs for HR Case Manager job (opens in a new window) [14]

HR Case Manager

Manchester, M1 1AD

Salary:

£35000.00 to £39000.00

Type:

Fixed-Term

Employer:

HCRG Care Group

Apply now on NHS Jobs for HR Case Manager job (opens in a new window) [15]

HR Case Manager

Liverpool, L1 0AA

Salary:

£35000.00 to £39000.00

Type:

Fixed-Term

Employer:

HCRG Care Group

Apply now on NHS Jobs for HR Case Manager job (opens in a new window) [16]

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) [17]

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) [18]

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)

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

<u>Apply now on NHS Jobs for Deputy Category Manager - HR & Professional</u>

Services job (opens in a new window) [20]

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) [21]

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 -

General Manager

Sittingbourne, ME10 1QA

Salary:

£65000.00 to £68000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

Apply now on NHS Jobs for General Manager job (opens in a new window) [23]

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) [24]

Pharmacy Manager

Oxford, OX3 7RP

Salary:

£57000.00 to £60000.00

Type:

Permanent

Employer:

Nuffield Health

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

Finance Manager

York, YO24 1GL

Salary:

£30144.00 to £39632.00

Type:

Fixed-Term

Employer:

St Leonard's Hospice

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

Service Manager

West Midlands, ST11 9JG

Salary:

£40000.00 to £40000.00

Type:

Permanent

Employer:

Cygnet Health Care

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

Team Manager

Ramsgate, CT9 4BF

Salary:

£30826.00 to £30826.00

Type:

Permanent

Employer:

Mental Health Matters

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

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) [29]

Practice Manager

London, E10 6JB

Salary:

Negotiable

Type:

Permanent

Employer:

The Lyndhurst Surgery

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

Case Manager

Hull, HU8 9RW

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

City Health Care Partnership CIC

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

Compliance Manager

Manchester, M22 4BJ

Salary:

£25000.00 to £30000.00

Type:

Permanent

Employer:

Diagnostic Healthcare Ltd

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

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) [33]

Operations manager

Widnes, WA8 8QS

Salary:

Negotiable

Type:

Permanent

Employer:

The Beeches Medical Centre

Apply now on NHS Jobs for Operations manager job (opens in a new window) [34]

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) [35]

Cleaning Manager

Bath, BA1 3NG

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Royal United Hospitals Bath NHS Foundation Trust

Apply now on NHS Jobs for Cleaning Manager job (opens in a new window) [36]

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) [37]

Ward Manager

Cramlington, NE23 6NZ

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Northumbria Healthcare NHS Foundation Trust

Apply now on NHS Jobs for Ward Manager job (opens in a new window) [38]

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) [39]

Energy Manager

London, WC1N 3JH

Salary:

£54320.00 to £60981.00

Type:

Permanent

Employer:

Great Ormond Street Hospital for Children NHS Foundation Trust

Apply now on NHS Jobs for Energy Manager job (opens in a new window) [40]

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) [41]

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) [42]

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) [43]

Hospitality Manager

Chertsey, KT16 9FS

Salary:

£40000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

Service Manager

Huddersfield, HD1 3LT

Salary:

£29000.00 to £32000.00

Type:

Permanent

Employer:

Invictus Wellbeing

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

Hospital Manager

Worcester, WR1 2DD

Salary:

Negotiable

Type:

Permanent

Employer:

CHEC

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

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) [47]

Service Manager

Doncaster, DN4 8QN

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Rotherham Doncaster and South Humber NHSFT

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

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) [49]

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) [50]

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) [51]

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) [52]

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) [53]

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) [54]

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) [55]

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) [56]

Pharmacy Manager

Eastleigh, SO53 2DW

Salary:

Negotiable

Type:

Permanent

Employer:

Nuffield Health

Apply now on NHS Jobs for Pharmacy Manager job (opens in a new window) [57]

Deputy Manager

Cardiff, CF24 2NT

Salary:

£45000.00

Type:

Permanent

Employer:

ivolve Care & Support

Apply now on NHS Jobs for Deputy Manager job (opens in a new window) [58]

Outpatient Manager

London, NW3 2AL

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Marie Curie

Apply now on NHS Jobs for Outpatient Manager job (opens in a new window) [59]

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) [60]

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) [61]

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) [62]

Practice Manager

Papworth Everard, CB23 3QQ

Salary:

Negotiable

Type:

Permanent

Employer:

Papworth Surgery

Apply now on NHS Jobs for Practice Manager job (opens in a new window) [63]

Home Manager

Milton Keynes, MK6 5LS

Salary:

£50000.00 to £100000.00

Type:

Permanent

Employer:

Barchester Healthcare

Apply now on NHS Jobs for Home Manager job (opens in a new window) [64]

Operations Manager

Eastbourne, BN21 3UU

Salary:

£56567.00 to £61626.00

Type:

Fixed-Term

Employer:

East Sussex County Council

Apply now on NHS Jobs for Operations Manager job (opens in a new window) [65]

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) [66]

Medicine Manager

Blyth, NE24 1HD Blyth, NE24 4AW

Salary:

Negotiable

Type:

Permanent

Employer:

Railway Medical Group

Apply now on NHS Jobs for Medicine Manager job (opens in a new window) [67]

Therapy Manager

Crediton, EX173NH

Salary:

£46148.00 to £52808.00

Type:

Permanent

Employer:

Royal Devon University Healthcare NHS Foundation Trust
Apply now on NHS Jobs for Therapy Manager job (opens in a new window) [68]

Further information

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

- o Chartered Institute of Personnel and Development [69]
- Healthcare People Management Association [70]
- National Association of Medical Personnel Specialists [71]
- NHS Graduate Management Training Schem [7]e [72]

Other roles that may interest you

- Administrative management [73]
- Practice manager [74]
- Knowledge and library services [75]
- Experienced paramedic [76]

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