

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 Advisor**

Slough, SL1 2BJ

Salary:

£32602.00 to £39686.00

Type:

Fixed-Term

Employer:

Berkshire Healthcare Foundation Trust

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

- **HR Manager**

Stockport, SK3 9NX

Stockport, SK2 7NA

Stockport, SK2 6RW

Salary:

Negotiable

Type:

Permanent

Employer:

Stockport Medical Group

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

- **HR Manager**

Plymouth, PL68BT

Salary:

£45942.00 to £52897.00

Type:

Fixed-Term

Employer:

Peninsula Dental Social Enterprise CIC

[Apply now on NHS Jobs for HR Manager job \(opens in a new window\)](#) ^[11]

- **Recruitment Manager *maternity cover***

Crawley, RH10 9BG

Salary:

£55690.00 to £62682.00

Type:

Fixed-Term

Employer:

SECamb

[Apply now on NHS Jobs for Recruitment Manager *maternity cover* job \(opens in a new window\)](#) ^[12]

- **HR, OD and L&D Manager**

Bootle, L20 8AH

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Midlands and Lancashire Commissioning Support Unit

[Apply now on NHS Jobs for HR, OD and L&D Manager job \(opens in a new window\)](#) ^[13]

- **HR, Compliance and Quality Assurance Manager**

Leicester, LE5 0PR

Salary:

Negotiable

Type:

Permanent

Employer:

Humberstone Medical Centre

[Apply now on NHS Jobs for HR, Compliance and Quality Assurance Manager job](#)

[\(opens in a new window\)](#) ^[14]

- **Assistant Manager / Manager**

Birmingham, B71 3LN
West Bromwich, B71 3AS

Salary:

Negotiable

Type:

Permanent

Employer:

Stone Cross Medical Centre

[Apply now on NHS Jobs for Assistant Manager / Manager job \(opens in a new window\)](#) ^[15]

- **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 \(opens in a new window\)](#) ^[16]

- **Deputy Practice Manager (progression to Practice Manager)**

London, SE3 0EN

Salary:

Negotiable

Type:

Permanent

Employer:

Manor Brook Medical Centre

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

- **Home Manager**

Mollington, CH1 6NP

Salary:

£40000.00 to £80000.00

Type:

Permanent

Employer:

Barchester Healthcare

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

- **Reception Manager**

Wallasey, CH45 5LN

Salary:

Negotiable

Type:

Permanent

Employer:

St Georges Medical Centre

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

- **Practice Manager**

Brighouse, HD6 1AT

Salary:

Negotiable

Type:

Permanent

Employer:

Rydings Hall Surgery

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

- **Administration Manager**

Plymouth, PL4 0AH

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

Livewell Southwest

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

- **Practice Manager**

Hounslow, TW3 3ET

Salary:

Negotiable

Type:

Permanent

Employer:

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

- **Project Manager**

Cwmbran, NP44 3HR

Salary:
£39263.00 to £47280.00

Type:
Fixed-Term

Employer:
Aneurin Bevan University Health Board

[Apply now on NHS Jobs for Project Manager job \(opens in a new window\)](#) ^[23]

- **Ward Manager**

Woolwich, SE18 4QH

Salary:
£47810.00 to £54710.00

Type:
Permanent

Employer:
Lewisham and Greenwich NHS Trust

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

- **Nurse Manager**

Derby, DE23 3TX
Derby, DE24 0RY
Derby, DE24 3DS
Derby, DE24 8QJ
Derby, DE24 8GT

Salary:
Negotiable

Type:
Permanent

Employer:
Aspiro Healthcare

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

- **Dispensary Manager**

Exeter, EX2 5DW

Salary:
£38682.00 to £46580.00

Type:

Permanent

Employer:

Royal Devon University Healthcare NHS Foundation Trust

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

- **Practice Manager**

Bolton, BL3 5HP

Salary:

Negotiable

Type:

Permanent

Employer:

Al-Fal Medical Group

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

- **Administration Manager**

Wrexham, LL13 7TD

Salary:

£31516.00 to £38364.00

Type:

Fixed-Term

Employer:

Betsi Cadwaladr University Health Board

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

^[28]

- **Practice Manager**

Bolton, BL3 5HP

Salary:

Negotiable

Type:

Permanent

Employer:

Al-Fal Medical Group

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

- **Reception Manager**

Leeds, LS7 4BB

Salary:

£25810.00 to £27375.00

Type:

Permanent

Employer:

Chapeltown Family Surgery

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

- **Category Manager**

Cardiff, CF14 3UZ

Salary:

£39263.00 to £47280.00

Type:

Permanent

Employer:

NHS Wales Shared Services Partnership

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

- **Practice Manager**

London, SE8 5DA

London, SE13 5PJ

London, SE27 0DF

Salary:

Negotiable

Type:

Permanent

Employer:

Penrose Health

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

- **Project Manager**

Bradford, BD1 4AS

Salary:

£31000.00

Type:

Permanent

Employer:

Bradford Care Alliance

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

- **Training Manager**

Cardiff, CF10 3NQ

Salary:

£48527.00 to £55532.00

Type:

Secondment

Employer:

Powys Teaching Health Board

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

- **General Manager**

Bushey, WD25 8HA

Salary:

£73000.00 to £75000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **Home Manager**

Chipping Norton, OX7 5YF

Salary:

£50000.00 to £60000.00

Type:

Permanent

Employer:

Barchester Healthcare

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

- **Energy Manager**

Blackpool, FY3 8NR

Salary:

£51181.00 to £62555.00

Type:

Permanent

Employer:

Blackpool Teaching Hospitals NHS Foundation Trust

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

- **Business Manager**

London, W12 0HS

Salary:

£64156.00 to £71148.00

Type:

Permanent

Employer:

Imperial College Healthcare NHS Trust

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

- **General Manager**

Bushey, WD25 8HA

Salary:

£73000.00 to £75000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **Operations Manager**

Bromley, BR1 4PX

London, SE9 4JS

Salary:

Negotiable

Type:

Permanent

Employer:

The Links Medical Practice

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

- **Pharmacy Manager**

Redruth, TR15 2AF

Salary:

Negotiable

Type:

Permanent

Employer:

Superdrug

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

- **Ward Manager**

Maidstone, ME16 9PH

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Kent & Medway NHS & Social Care Partnership Trust

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

- **Estates Manager**

Southend on Sea, SS2 6PR

Salary:

£43000.00

Type:

Permanent

Employer:

Havens Hospices

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

- **Practice Manager**

London, W1T 6EU

Salary:

Negotiable

Type:

Permanent

Employer:

Fitzrovia Medical Centre

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

- **Admin Manager**

Oxford, OX1 2NA

Oxford, OX2 9JS

Salary:

£14.50 to £15.50

Type:

Permanent

Employer:

Beaumont Elms Practice

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

- **Business Manager**

Moreton in Marsh, GL56 0DS

Cheltenham, GL54 3QJ

Chipping Campden, GL55 6AU

Cheltenham, GL54 2AZ

Cheltenham, GL54 1AX

Salary:

£27429.00

Type:

Permanent

Employer:

North Cotswold Primary Care Network

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

- **Chef Manager**

Stevenage, SG14AB

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

East and North Hertfordshire Teaching NHS Trust

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

- **Project Manager**

Location to be confirmed at interview, CF11 9AD

Salary:

£48527.00 to £55532.00

Type:

Permanent

Employer:

Digital Health and Care Wales

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

- **Ward Manager**

Ipswich, IP4 5PD

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

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

- **Management Accountant**

Dorchester, DT1 1TG

Salary:

£31049.00 to £37796.00

Type:

Permanent

Employer:

Dorset County Hospital NHS Foundation Trust

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

[48]

- **Ward Manager**

Hellesdon Hospital, Norwich, NR6 5BE

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

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

- **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 \(opens in a new window\)](#) [50]

- **Assistant Manager**

Wolverhampton, WV4 6EG

Wolverhampton, WV2 1EU

Wolverhampton, WV2 2AU

Wolverhampton, WV14 9BX

Salary:

£15.33 to £18.66

Type:

Permanent

Employer:

Health and Beyond

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

- **Case Manager**

Withernsea, HU19 2QB

Salary:

£38682.00 to £46580.00

Type:

Permanent

Employer:

City Health Care Partnership CIC

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

- **Practice Manager**

Cardiff, CF24 3WD

Salary:

Negotiable

Type:

Permanent

Employer:

The City Surgery

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

- **General Manager**

Alice Court Care Home, BN21 2BQ

Salary:

£60000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **Facilities Manager**

Great Yarmouth, NR31 6LA

Salary:

£38682.00 to £46580.00

Type:

Permanent

Employer:

James Paget University Hospitals NHS Foundation Trust

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

- **Partnerships Manager**

London, W1W 8HF

Salary:

£72921.00 to £83362.00

Type:

Fixed-Term

Employer:

North London NHS Foundation Trust

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

- **Facilities Manager**

Great Yarmouth, NR31 6LA

Salary:

£38682.00 to £46580.00

Type:

Permanent

Employer:

James Paget University Hospitals NHS Foundation Trust

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

- **Practice Manager**

Droitwich, WR9 8RD

Salary:

Negotiable

Type:

Permanent

Employer:

Salters Medical Practice

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

- **Project Manager**

Worthing, BN11 1HS

Salary:

£47810.00 to £54710.00

Type:

Fixed-Term

Employer:

Sussex Partnership NHS Foundation Trust

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

- **Facilities Manager**

Ilford, IG3 8XJ

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

NELFT North East London Foundation Trust

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

- **Operations Manager**

St. Albans, AL1 3HD

Salary:

Negotiable

Type:

Permanent

Employer:

Parkbury House Surgery

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

- **Practice Manager**

London, SW19 1NX

Salary:

Negotiable

Type:

Permanent

Employer:

Wimbledon Medical Practice

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

- **Practice Manager**

Saltash, PL12 4BU

Salary:

Negotiable

Type:

Permanent

Employer:

Port View Surgery

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

- **Ward Manager**

Nottingham, NG12 4GA

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

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

- **Theatre Manager**

Cambridge, CB24 9EL

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

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

- **Home Manager**

Pencoed, CF35 5LP

Salary:

Negotiable

Type:

Permanent

Employer:

HC-One

[Apply now on NHS Jobs for Home Manager job \(opens in a new window\)](#) ^[65]

- **Further information**

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

- [Chartered Institute of Personnel and Development](#) ^[66]
- [Healthcare People Management Association](#) ^[67]
- [National Association of Medical Personnel Specialists](#) ^[68]
- [NHS Graduate Management Training Scheme](#) ^[71] ^e ^[69]

Other roles that may interest you

- [Administrative management](#) ^[70]
- [Practice manager](#) ^[71]
- [Knowledge and library services](#) ^[72]
- [Experienced paramedic](#) ^[73]

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Links

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