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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 <u>NHS Graduate Management Training Scheme</u> [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 <u>NHS</u> <u>Jobs website</u> [8].

Just some of the current vacancies can be found below.

Find a vacancy

Enter your location or postcode

Show results within

Search

• HR Manager

Coventry, CV1 4JU

Salary: £41145.00 Type: Permanent Employer: Coventry And Rugby GP Alliance Apply now on NHS Jobs for HR Manager job (opens in a new window) [9]

• HR Manager

Sheffield, S11 8HD Salary: £47810.00 to £54710.00 Type: Fixed-Term Employer: Sheffield Children's NHS Foundation Trust Apply now on NHS Jobs for HR Manager job (opens in a new window) [10]

• Band 8b - Head of Occupational Health, Human Resources

Watford, WD18 0HB

Salary:

£64337.00 to £74415.00

Type:

Permanent

Employer:

West Hertfordshire Teaching Hospitals NHS Trust Apply now on NHS Jobs for Band 8b - Head of Occupational Health, Human Resources 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]

• Fire Safey Manager (Senior Operating Manager)

Shrewsbury, SY3 8XQ

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

The Shrewsbury and Telford Hospital NHS Trust

<u>Apply now on NHS Jobs for Fire Safey Manager (Senior Operating Manager) job</u> (opens in a new window) [13]

Quality Manager/Deputy Laboratory Manager - Microbiology Speciality

Stanley, AA1 1AA

Salary:

£42000.00 to £52000.00

Type:

Fixed-Term Employer:

Entpioyer.

Falkland Islands Government

<u>Apply now on NHS Jobs for Quality Manager/Deputy Laboratory Manager -</u> <u>Microbiology Speciality job (opens in a new window)</u> [14]

PCN Manager - Digital & Transformation Lead & Operational Manager

Derby, DE1 1PG Derby, DE23 8RJ Salary: Negotiable Type: Permanent Employer: Wilson Street Surgery Apply now on NHS Jobs for PCN Manager - Digital & Transformation Lead & Operational Manager job (opens in a new window) [15]

• Laboratory Lead/Training Manager/Deputy Hub Manager

Harrow, HA13UJ Salary: £51883.00 to £58544.00 Type: Permanent Employer: London North West University Healthcare NHS Trust Apply now on NHS Jobs for Laboratory Lead/Training Manager/Deputy Hub Manager job (opens in a new window) [16]

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) [17]

Senior Performance Management Analyst & Service Improvement Manager

Newport, NP18 3XQ

Salary: £46840.00 to £53602.00 Type: Permanent Employer: Aneurin Bevan University Health Board Apply now on NHS Jobs for Senior Performance Management Analyst & Service Improvement Manager job (opens in a new window) [18]

• 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) [19]

• Project Manager

Newcastle Upon Tyne, NE15 8NY

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

NHS Business Services Authority Apply now on NHS Jobs for Project Manager job (opens in a new window) [20]

• Trial Manager

London, SE5 9RS

Salary:

£54320.00 to £60981.00 Type: Fixed-Term Employer: King's College Hospital NHS Foundation Trust Apply now on NHS Jobs for Trial Manager job (opens in a new window) [21]

Ward Manager

Lowestoft, NR33 8AG

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) [22]

• Operations Manager

Cambridge, CB4 1ER Salary: Negotiable Type: Permanent Employer: Red House Surgery Apply now on NHS Jobs for Operations Manager job (opens in a new window) [23]

• 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) [24]

Clinical Manager

Bristol, BS1 2AG Salary: £45500.00 Type: Permanent Employer: Brook Apply now on NHS Jobs for Clinical Manager job (opens in a new window) [25]

• Estates Manager

York, YO24 1GL

Salary: £46416.00 to £53114.00 Type: Fixed-Term Employer:

• Practice Manager

Southall, UB1 3HW Salary: £59490.00 to £66239.00 Type: Permanent Employer: West London NHS Trust Apply now on NHS Jobs for Practice Manager job (opens in a new window) [27]

• Ward Manager

Rotherham, S26 4TH Salary: £46148.00 to £52809.00 Type: Permanent Employer: Rotherham Doncaster and South Humber NHSFT Apply now on NHS Jobs for Ward Manager job (opens in a new window) [28]

• Ward Manager

Preston, PR3 2JH

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Lancashire & South Cumbria NHS Foundation Trust Apply now on NHS Jobs for Ward Manager job (opens in a new window) [29]

• Theatre Manager

Dudley, DY1 2HQ Salary: £53755.00 to £60504.00 Type: Permanent Employer: The Dudley Group NHS Foundation Trust Apply now on NHS Jobs for Theatre Manager job (opens in a new window) [30]

• Project Manager

Cwmbran, NP44 3HR

Salary:

£37898.00 to £45637.00

Type: Fixed-Term

Employer:

Aneurin Bevan University Health Board Apply now on NHS Jobs for Project Manager job (opens in a new window) [31]

Team Manager

York/Northallerton/Scarborough/Harrogate, YO30 4XT

Salary: £46148.00 to £52809.00 Type: Permanent Employer: Tees Esk and Wear Valleys NHS Foundation Trust Apply now on NHS Jobs for Team Manager job (opens in a new window) [32]

• 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) [33]

• Business Manager

Wembley, London, HA9 6JE Salary: £51883.00 to £58544.00 Type: Permanent Employer: Central and North West London NHS Foundation Trust Apply now on NHS Jobs for Business Manager job (opens in a new window) [34]

• 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) [35]

• 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) [36]

• 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) [37]

• Nurse Manager

Derby, DE23 3TX Derby, DE24 0RY Derby, DE24 3DS Derby, DE24 8QJ Derby, DE24 8GT Salary: Negotiable Type: Permanent Employer:

• General Manager

Epsom, KT185XA Salary: £75000.00 Type: Permanent Employer: Avery Healthcare Group Ltd. Apply now on NHS Jobs for General Manager job (opens in a new window) [39]

Hospitality Manager

Bagshot, GU19 5HN Salary: £18.00 Type: Permanent Employer: Avery Healthcare Group Ltd. Apply now on NHS Jobs for Hospitality Manager job (opens in a new window) [40]

• Catering Manager

Stoke on Trent, ST3 3NZ Salary: £28000.00 to £30000.00 Type: Permanent Employer: Douglas Macmillan Hospice Apply now on NHS Jobs for Catering Manager job (opens in a new window) [41]

• Operations Manager

Llanfairfechan, LL33 0HH Salary: £63150.00 to £73379.00 Type: Permanent Employer: Betsi Cadwaladr University Health Board Apply now on NHS Jobs for Operations Manager job (opens in a new window) [42]

• Team Manager

Newcastle-Upon-Tyne, 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) [43]

Therapy Manager

Crediton, EX17 3NH

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Royal Devon University Healthcare NHS Foundation Trust Apply now on NHS Jobs for Therapy Manager job (opens in a new window) [44]

• Ward Manager

Blackburn, BB2 4LX

Salary:

£46148.00 to £52809.00 Type: Secondment Employer: East Lancashire Hospitals NHS Trust Apply now on NHS Jobs for Ward Manager job (opens in a new window) [45]

• Governance Manager

Exeter, EX2 5AF Salary: £46148.00 to £52809.00 Type: Permanent Employer: Devon Partnership NHS Trust Apply now on NHS Jobs for Governance Manager job (opens in a new window) [46]

• IT Manager

Cambridge, CB24 6AB

Salary: £48000.00 to £50000.00 Type: Permanent Employer: East Anglia's Children's Hospices Apply now on NHS Jobs for IT Manager job (opens in a new window) [47]

• Operational Manager

haringay, N17 6RA

Salary: Negotiable

Type:

Permanent

Employer:

North London NHS Foundation Trust Apply now on NHS Jobs for Operational Manager job (opens in a new window) [48]

• Radiology Manager

Newport, NP20 2UB

Salary:

Salary: £54550.00 to £61412.00
Type: Permanent
Employer: Aneurin Bevan University Health Board
Apply now on NHS Jobs for Radiology Manager job (opens in a new window) [49]

• Finance Manager

London, E14 5HJ Salary: £61927.00 to £68676.00 Type: Permanent Employer: Barts Health NHS Trust Apply now on NHS Jobs for Finance Manager job (opens in a new window) [50]

Ward Manager

BRADFORD, BD9 6DP

Salary: £46148.00 to £52809.00 Type: Permanent Employer: Bradford District Care NHS Foundation Trust Apply now on NHS Jobs for Ward Manager job (opens in a new window) [51]

• Operations Manager

West Bromwich, B70 7AW

Salary: Negotiable Type: Fixed-Term Employer: Dr R K Arora Apply now on NHS Jobs for Operations Manager job (opens in a new window) [52]

• Change Manager

Warwick, CV34 5BW

Salary:

£46629.00

Type:

Permanent

Employer:

Innovate Healthcare Services Apply now on NHS Jobs for Change Manager job (opens in a new window) [53]

• Finance Manager

London, SE1 8SD Salary: £61927.00 to £68676.00 Type: Permanent Employer: London Ambulance Service NHS Trust Apply now on NHS Jobs for Finance Manager job (opens in a new window) [54]

• Practice Manager

Northampton, NN3 8DW

Salary:

£35000.00 to £50000.00

Туре:

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) [55]

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) [56]

• BUSINESS MANAGER

Bromley, BR1 5EP

Salary:

Negotiable

Type:

Permanent

Employer:

Downham Family Medical Practice

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

Registered Manager

Preston, PR3 3YB

Salary: £54995.00 to £54995.00 Type: Permanent Employer: The Cambian Group Apply now on NHS Jobs for Registered Manager job (opens in a new window) [58]

• Practice Manager

Littleborough, OL15 8HF

Salary: Negotiable Type: Permanent Employer: Rochdale Health Alliance Apply now on NHS Jobs for Practice Manager job (opens in a new window) [59]

• Service Manager

TBC, DN16 2JX

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) [60]

• Shop Manager

Loughborough, LE11 2HS

Salary:

£19276.00

Type:

Permanent

Employer:

Rainbows Hospice for Children and Young People Apply now on NHS Jobs for Shop 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]

• PCN Manager

Wantage, OX12 9BN

Salary: £47810.00 to £54710.00 Type: Permanent Employer: Wantage Primary Care Network Apply now on NHS Jobs for PCN Manager job (opens in a new window) [63]

• Programme Manager

Hull, HU3 2JZ

Salary: £53755.00 to £60504.00 Type: Permanent Employer: Hull University Teaching Hospitals NHS Trust Apply now on NHS Jobs for Programme Manager job (opens in a new window) [64]

Registered Manager

Hothfield, TN26 1AZ Salary: Negotiable Type: Permanent Employer: Active Care Group Apply now on NHS Jobs for Registered Manager job (opens in a new window) [65]

• Practice Manager

Birmingham, B26 3TP Birmingham, B33 0LU

Salary: £43000.00 to £48000.00 Type: Permanent Employer: Church Road Surgery Apply now on NHS Jobs for Practice Manager job (opens in a new window) [66]

• Communications Manager

Surbiton, KT6 7QU Salary: £51883.00 to £58544.00 Type: Fixed-Term Employer: South West London and St Georges Mental Health NHS Trust Apply now on NHS Jobs for Communications Manager job (opens in a new window) [67]

• Performance Manager

Cottingham, HU16 5JQ

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Hull University Teaching Hospitals NHS Trust Apply now on NHS Jobs for Performance Manager job (opens in a new window) [68]

• Further information

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

- <u>Chartered Institute of Personnel and Development</u> [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

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

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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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