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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

### 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) [11]

### EPR Programme HR Manager

Norwich, NR1 1QQ

Salary:

£46148.00 to £52809.00

Type:

Fixed-Term

Employer:

Norfolk and Norwich University Hospital

Apply now on NHS Jobs for EPR Programme HR Manager job (opens in a new window) [12]

# 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) [13]

## 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)

<u>Apply now on NHS Jobs for Human Resources Business Partner in Specialised</u>

Services job (opens in a new window) [14]

### People (HR) Policy Manager

Nottingham, NG5 1PB

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Nottingham University Hospitals NHS Trusts

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

### 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

<u>Apply now on NHS Jobs for Clinical Data Manager - Centralised Recruitment - B4</u>
<u>job (opens in a new window)</u> [16]

## 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)

[17]

# 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) [18]

### Capital Development Manager (Project Manager)

Worthing, BN11 2DH

Salary:

Negotiable

Type:

Permanent

Employer:

University Hospitals Sussex NHS Foundation Trust (279)

<u>Apply now on NHS Jobs for Capital Development Manager (Project Manager) job</u>

(opens in a new window) [19]

## 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) [20]

# 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) [21]

# 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) [22] 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) [23] 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) [24]

### 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) [25]

### 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) [26]
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) [27]
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) [28]
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) [29]
```

### Practice Manager

Manchester, M18 8HE

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Salary:
```

Negotiable

Type:

Permanent

Employer:

Central Manchester Networks Ltd

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

### 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) [31]

### 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) [32]

### 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) [33]

### 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) [34]

    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) [35]
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) [36]

    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) [37]
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) [38]

    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) [39]
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) [40]
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) [41]
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) [42]

## 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) [43]

# 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) [44]

## Programme Manager

London, E14 5HJ

Salary:

£61927.00 to £68676.00

Type:

Fixed-Term

Employer:

Barts Health NHS Trust

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

# Dispensary Manager

Norwich, NR13 3RA

Salary:

Negotiable

Type:

Permanent

Employer:

### 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) [47]

### 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) [48]

### 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) [49]

### 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) [50]

### 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) [51]

### 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) [52]

### 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) [53]

### 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) [54]

### 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) [55]

## 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) [56]

### 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) [57]

### 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) [58]

### 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) [59]

### 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) [60]

### 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) [61]

### 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) [62]

### 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) [63]

## 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) [64]

## 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) [65]

### Trial Manager

Leicester, LE5 4PW

Salary:

£37338.00 to £44962.00

Type:

Fixed-Term

Employer:

University Hospitals of Leicester NHS Trust

Apply now on NHS Jobs for Trial Manager job (opens in a new window) [66]

### 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) [67]

### 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) [68]

# Further information

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

- 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]

**Source URL:** https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/human-resources-hr-manager?field\_field\_role=443&page=15&destination=/my-account/my-bookmarks/274

### Links

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

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https://www.healthcareers.nhs.uk/glossary#Working Time Directive [3]
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