

# 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 Manager**

London, SE10 8EX

London, SE83BX

Salary:

£17.50 to £18.00

Type:

Permanent

Employer:

Burney Street Practice

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

- **HR Manager**

Maidstone, ME16 8RL

Salary:

Negotiable

Type:

Permanent

Employer:

The Vine Medical Centre

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

- **HR Manager**

Witney, OX29 4QB

Salary:

£20.51 to £23.07

Type:

Permanent

Employer:

Eynsham Medical Group

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

- **HR Manager**

Leeds or North East, LS11 5DZ

Salary:

£45000.00 to £50000.00

Type:

Permanent

Employer:

Akari Care Limited

[Apply now on NHS Jobs for HR Manager job \(opens in a new window\)](#) <sup>[12]</sup>

- **Library & Information Resources 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 Library & Information Resources Manager job \(opens in a new window\)](#) <sup>[13]</sup>

- **Human Resources Advisor**

Greater Manchester, BL1 5DD

Salary:

£38682.00 to £46580.00

Type:

Permanent

Employer:

North West Ambulance Service NHS Trust

[Apply now on NHS Jobs for Human Resources Advisor job \(opens in a new window\)](#) <sup>[14]</sup>

- **Human Resources Advisor**

Doncaster, DN4 8QN

Salary:

£31049.00 to £37796.00

Type:

Fixed-Term

Employer:

Rotherham Doncaster and South Humber NHSFT

[Apply now on NHS Jobs for Human Resources Advisor job \(opens in a new window\)](#) <sup>[15]</sup>

- **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 \(opens in a new window\)](#) <sup>[16]</sup>

- **HR & OD Recruitment Team Lead**

Chesterfield, S44 5BL

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Chesterfield Royal Hospital NHS Foundation Trust

[Apply now on NHS Jobs for HR & OD Recruitment Team Lead job \(opens in a new window\)](#) <sup>[17]</sup>

- **Talent Management Business Support Manager**

Abergele or Wrexham, LL22 8DP

Salary:

£30420.00 to £37030.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

[Apply now on NHS Jobs for Talent Management Business Support Manager job \(opens in a new window\)](#) <sup>[18]</sup>

- **Operations Manager (Registered Manager) Childrens Homes**

Chieveley, RG18 9NU

Salary:

£60000.00 to £75000.00

Type:

Permanent

Employer:

Prior's Court Foundation

[Apply now on NHS Jobs for Operations Manager \(Registered Manager\) Childrens Homes job \(opens in a new window\)](#) <sup>[19]</sup>

- **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 \(opens in a new window\)](#) <sup>[20]</sup>

- **PCN Manager**

Ongar, CM5 0AL

Salary:

£50000.00

Type:

Permanent

Employer:

Ongar Health Centre

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

- **Finance Manager**

Colchester, CO3 4LN

Salary:

Negotiable

Type:

Permanent

Employer:

Primary Care Careers

[Apply now on NHS Jobs for Finance Manager job \(opens in a new window\)](#) [22]

- **Pharmacy Manager**

Kingston Upon Hull, HU10 7AZ

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

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

- **Theatre Manager**

Leicester, LE5 1HY

Salary:

Negotiable

Type:

Permanent

Employer:

Nuffield Health

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

- **Purchasing Manager**

Southampton, SO40 2RZ

Salary:

£31049.00 to £37796.00

Type:

Permanent

Employer:

Hampshire and Isle of Wight Healthcare NHS Foundation Trust

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

- **Maintenance 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 Maintenance Manager job \(opens in a new window\)](#) [26]



- **Catering Manager**

Llanelli, SA14 8QF

Salary:

£37898.00 to £45637.00

Type:

Permanent

Employer:

Hywel Dda University Health Board

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

- **Ward Manager**

Birmingham, West Midlands, B91 2PP

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

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

- **Data Manager**

Cardiff, CF14 4XW

Salary:

£30420.00 to £37030.00

Type:

Fixed-Term

Employer:

Cardiff and Vale University Health Board

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

- **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 \(opens in a new window\)](#) <sup>[30]</sup>

- **Ward Manager**

York, YO23 1DE

Salary:

Negotiable

Type:

Permanent

Employer:

Brainkind

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

- **Practice Manager**

Cheltenham, GL52 6HS

Salary:

£40000.00 to £55000.00

Type:

Permanent

Employer:

Sixways

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

- **Energy Manager**

Basingstoke or Winchester, RG24 9NA

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Hampshire Hospitals NHS Foundation Trust

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

- **Service Manager**

Stoke-on-Trent, ST4 6TH

Salary:

£55690.00 to £62682.00

Type:

Permanent

Employer:

North Staffordshire Combined Healthcare Trust

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

- **Facilities Manager**

Sheffield, S36 6BR

Salary:

£27105.00

Type:

Permanent

Employer:

Penistone Group Practice

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

- **Ward Manager**

Derby, DE22 3WQ

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Derbyshire Healthcare NHS Foundation Trust

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

- **Decontamination Manager**

Chorley, PR7 1PP

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Lancashire Teaching Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Decontamination Manager job \(opens in a new window\)](#) <sup>[37]</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>[38]</sup>

- **Practice Manager**

Clitheroe, BB7 9SL

Clitheroe, BB7 9SL

Clitheroe, BB7 9DZ

Salary:

Negotiable

Type:

Permanent

Employer:

Sabden & Whalley Medical Group

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

- **Practice Manager**

London, SW5 9AD

Salary:

Negotiable

Type:

Permanent

Employer:

Earl's Court Medical Centre

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

- **Finance Manager**

Bradford, BD36RJ

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Bradford Teaching Hospitals NHS Foundation Trust

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

- **Team Manager**

Warwick, CV34 4RL

Salary:

£46731.00 to £48710.00

Type:

Permanent

Employer:

Warwickshire County Council

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

- **Team Manager**

Chieveley, RG18 9NU

Salary:

£30000.00 to £33000.00

Type:

Permanent

Employer:

Prior's Court Foundation

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

- **Endoscopy Manager**

London, NW8 9NH

Salary:

Negotiable

Type:

Permanent

Employer:

The Hospital of St John and St Elizabeth

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

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

- **Ward Manager**

Birmingham, B13 8QE

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Birmingham Women's and Children's NHS Foundation Trust

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

- **Ward Manager**

Rochdale, OL12 0NB

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Northern Care Alliance NHS Foundation Trust

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

- **Therapy Manager**

Crediton, EX173NH

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

- **Project Manager**

Manchester, M1 3BN

Salary:

£46148.00 to £52809.00

Type:

Permanent

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>[49]</sup>

- **Security Manager**

Sheffield, S5 7AU

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Sheffield Teaching Hospitals NHS Foundation Trust

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

- **Management Accountant**

Newcastle upon Tyne, NE15 8NY

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

North East Ambulance Service NHS Foundation Trust

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

[51]

- **Disclosure Manager**

Basingstoke, RG23 9NA

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Hampshire Hospitals NHS Foundation Trust

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

- **Team Manager**

Redditch, B97 6QS

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Inclusion

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

- **Practice Manager**

Colchester, CO3 4LN

Salary:

Negotiable

Type:

Permanent

Employer:

Primary Care Careers

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

- **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>[55]</sup>

- **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 \(opens in a new window\)](#) <sup>[56]</sup>

- **Practice Manager**

Newport, NP199PS

Salary:

Negotiable

Type:

Permanent

Employer:

Park Surgery

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

- **Home Manager**

Pencoed, CF35 5LP

Salary:

£58000.00

Type:

Permanent

Employer:

HC-One

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



- **Home Manager**

Pencoed, CF35 5LP

Salary:

£58000.00

Type:

Permanent

Employer:

HC-One

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

- **Fundraising Manager**

Runcorn, WA7 6EP

Salary:

£15.45

Type:

Fixed-Term

Employer:

Halton Haven Hospice

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

- **Property Manager**

Durham, DH1 5RD

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Tees Esk and Wear Valleys NHS Foundation Trust

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

- **Deputy Manager**

Droitwich Spa, WR9 7SS

Salary:

£16.50

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

[Apply now on NHS Jobs for Deputy Manager job \(opens in a new window\)](#) <sup>[61]</sup>

- **Practice Manager**

Rugby, CV21 2DN

Salary:

£45000.00 to £55000.00

Type:

Permanent

Employer:

Westside Medical Centre

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

- **Practice Manager**

Beverley, HU17 7JY

Salary:

Negotiable

Type:

Permanent

Employer:

North Beverley Medical Centre

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[63]</sup>

- **Unit Manager**

Kingsbury, NW9 9QY

Salary:

£51883.00 to £58544.00

Type:

Permanent

Employer:

Central and North West London NHS Foundation Trust

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

- **Practice Manager**

Wrexham, LL13 8DB

Salary:

Negotiable

Type:

Permanent

Employer:

St Georges Surgery

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

- **Operations Manager**

St. Albans, AL1 3HD

Salary:

Negotiable

Type:

Permanent

Employer:

Parkbury House Surgery

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

- **Project Manager**

Dorchester, DT1 2JY

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Dorset County Hospital NHS Foundation Trust

[Apply now on NHS Jobs for Project Manager job \(opens in a new window\)](#) <sup>[67]</sup>

- **Further information**

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

- [Chartered Institute of Personnel and Development](#) <sup>[68]</sup>
- [Healthcare People Management Association](#) <sup>[69]</sup>
- [National Association of Medical Personnel Specialists](#) <sup>[70]</sup>
- [NHS Graduate Management Training Scheme](#) <sup>[71]</sup>

## Other roles that may interest you

- [Administrative management](#) <sup>[72]</sup>
- [Practice manager](#) <sup>[73]</sup>
- [Knowledge and library services](#) <sup>[74]</sup>
- [Experienced paramedic](#) <sup>[75]</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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