

# 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

- **HR Manager**

Stockport, SK3 9NX

Salary:

Negotiable

Type:

Permanent

Employer:

Stockport Medical Group

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

- **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 \(opens in a new window\)](#) [10]

- **HUMAN RESOURCES ASSISTANT**

Stockton-on-tees, TS18 3NA

Salary:

£28000.00

Type:

Permanent

Employer:

Alliance Psychological Services Limited

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

- **Medical Staffing HR Manager**

Southhall, UB1 3HW

Salary:

£44485.00 to £52521.00

Type:

Permanent

Employer:

London North West University Healthcare NHS Trust

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

- **Human Resources & Organisational Development Business Partner**

Gloucester, GL3 4AW

Salary:

£55690.00 to £62682.00

Type:

Permanent

Employer:

Gloucestershire Health and Care NHS Foundation Trust

[Apply now on NHS Jobs for Human Resources & Organisational Development Business Partner job \(opens in a new window\)](#) <sup>[13]</sup>

- **Deputy HR Advisory Manager**

Teddington, TW11 8HY

Salary:

£53751.00 to £60651.00

Type:

Permanent

Employer:

Kingston and Richmond NHS Foundation Trust

[Apply now on NHS Jobs for Deputy HR Advisory Manager job \(opens in a new window\)](#) <sup>[14]</sup>

- **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 \(opens in a new window\)](#) <sup>[15]</sup>

- **Operations Manager /Deputy Practice Manager**

Chester le Street, DH3 3SL

Chester Le Street, DH3 3QD

Washington, NE38 9EJ

Salary:

£30000.00 to £34500.00

Type:

Permanent

Employer:

Bridge End Surgery

[Apply now on NHS Jobs for Operations Manager /Deputy Practice Manager job \(opens in a new window\)](#) <sup>[16]</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>[17]</sup>

- **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 \(opens in a new window\)](#) <sup>[18]</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>[19]</sup>

- **Pharmacy Manager**

Kingston Upon Hull, HU10 7AZ

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

[Apply now on NHS Jobs for Pharmacy Manager job \(opens in a new window\)](#) <sup>[20]</sup>

- **Catering Manager**

Yorkshire and Humber, S13 7PG

Salary:

£14.24

Type:

Permanent

Employer:

Cygnnet Health Care

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

- **Reception Manager**

Wallasey, CH45 5LN

Salary:

Negotiable

Type:

Permanent

Employer:

St Georges Medical Centre  
[Apply now on NHS Jobs for Reception Manager job \(opens in a new window\)](#) <sup>[22]</sup>

- **Operations Manager**

Blackpool, FY4 4TW  
Blackpool, FY1 3JW  
Blackpool, FY1 3JG

Salary:

Negotiable

Type:

Permanent

Employer:

Adelaide Street Family Practice

[Apply now on NHS Jobs for Operations Manager job \(opens in a new window\)](#) <sup>[23]</sup>

- **Care Manager**

Ipswich, IP3 8NS

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

East Anglia's Children's Hospices

[Apply now on NHS Jobs for Care Manager job \(opens in a new window\)](#) <sup>[24]</sup>

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

<sup>[25]</sup>

- **Practice Manager**

Hounslow, TW3 3ET

Salary:

Negotiable

Type:

Permanent



Employer:

Bath Road Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[26]</sup>

- **Divisional Manager**

London, NW1 2BU

Salary:

£117645.00 to £134103.00

Type:

Fixed-Term

Employer:

University College London Hospitals NHS Foundation Trust

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

- **Practice Manager**

Brighouse, HD6 1AT

Salary:

Negotiable

Type:

Permanent

Employer:

Rydings Hall Surgery

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

- **Practice Manager**

Hounslow, TW3 3ET

Salary:

Negotiable

Type:

Permanent

Employer:

Bath Road Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[26]</sup>

- **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 \(opens in a new window\)](#) [29]

- **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 \(opens in a new window\)](#) [30]

- **Support Manager**

Newcastle, NE3 3XT

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Cumbria, Northumberland, Tyne and wear (CNTW) NHS Foundation Trust

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

- **Team Manager**

Sunderland, SR2 0NB

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Cumbria, Northumberland, Tyne and wear (CNTW) NHS Foundation Trust

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

- **Reception Manager**

Southend-on-Sea, SS1 3HD

Southend-on-sea, SS3 8UT

Salary:

£13.00

Type:

Permanent

Employer:

Southend Coastal Surgeries

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

- **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 \(opens in a new window\)](#) <sup>[34]</sup>

- **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 \(opens in a new window\)](#) <sup>[35]</sup>

- **Practice Manager**

Bolton, BL3 5HP

Salary:

Negotiable

Type:

Permanent

Employer:

Al-Fal Medical Group

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

- **Pharmacy Manager**

Redruth, TR15 2AF

Salary:

Negotiable

Type:

Permanent

Employer:

Superdrug

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

- **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 \(opens in a new window\)](#) [38]

- **Practice Manager**

Colchester, CO3 4LN

Salary:

Negotiable

Type:

Permanent

Employer:

Primary Care Careers

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

- **Practice Manager**

Birmingham, B18 7AL

Salary:

Negotiable

Type:

Permanent

Employer:

Cavendish Medical Practice

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

- **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 \(opens in a new window\)](#) <sup>[42]</sup>

- **Centre Manager**

Liverpool, L8 7NG

Salary:

£33000.00

Type:

Fixed-Term

Employer:

James' Place Charity

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

- **Ward Manager**

London, E13 8SL

Salary:

£53751.00 to £60651.00

Type:

Permanent

Employer:

Barts Health NHS Trust

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

- **Unit Manager**

Merthyr Tydfil, CF47 9DT

Salary:

£48527.00 to £55532.00

Type:

Secondment

Employer:

Cwm Taf Morgannwg University Health Board  
[Apply now on NHS Jobs for Unit Manager job \(opens in a new window\)](#) <sup>[45]</sup>

- **Estates Manager**

Southend on Sea, SS2 6PR

Salary:

£43000.00

Type:

Permanent

Employer:

Havens Hospices

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

- **Project Manager**

Bristol, BS2 8HW

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

University Hospitals Bristol and Weston NHS Foundation Trust (UHBW)

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

- **Reception Manager**

London, NW11 9AY

Salary:

Negotiable

Type:

Permanent

Employer:

The Practice@188

[Apply now on NHS Jobs for Reception Manager job \(opens in a new window\)](#) <sup>[48]</sup>

- **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 \(opens in a new window\)](#) [49]

- **Therapy Manager**

Exmouth, EX8 2JN

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

- **Centre Manager**

London, WC1N 3AJ

Salary:

Negotiable

Type:

Permanent

Employer:

Amethyst Radiotherapy

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

- **Practice Manager**

London, W1T 6EU

Salary:

Negotiable

Type:

Permanent

Employer:

Fitzrovia Medical Centre

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

- **Operations Manager**

St. Albans, AL1 3HD

Salary:

Negotiable

Type:

Permanent

Employer:

Parkbury House Surgery

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

- **Practice Manager**

Brighton, BN2 8BU

Salary:

£50000.00 to £55000.00

Type:

Permanent

Employer:

Saltdean & Rottingdean Medical Practice

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

- **Practice Manager**

London, SW19 1NX

Salary:

Negotiable

Type:

Permanent

Employer:

Wimbledon Medical Practice

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[55]</sup>

- **Practice Manager**

Saltash, PL12 4BU

Salary:

Negotiable

Type:

Permanent

Employer:

Port View Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[56]</sup>

- **Ward Manager**

Nottingham, NG12 4GA

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

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



- **Theatre Manager**

Cambridge, CB24 9EL

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

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

- **Home Manager**

Pencoed, CF35 5LP

Salary:

Negotiable

Type:

Permanent

Employer:

HC-One

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

- **Dispensary Manager**

Taunton, TA4 3LH

Salary:

Negotiable

Type:

Permanent

Employer:

Quantock Vale Surgery

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

- **Deputy Manager**

Alice Court Care Home 29 Bedfordwell Road Eastbourne, BN21 2BQ

Salary:

£40000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **PCN Manager**

Reading, RG1 5PE

Salary:

Negotiable

Type:

Permanent

Employer:

Melrose Surgery

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

- **Product Manager**

Bangor, Bowen Court or Wrexham, LL57 2PW

Salary:

£48527.00 to £55532.00

Type:

Fixed-Term

Employer:

Betsi Cadwaladr University Health Board

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

- **Nurse Manager**

Brixham, TQ5 9TF

Brixham, TQ5 0PG

Salary:

Negotiable

Type:

Permanent

Employer:

Compass House Medical Centres

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

- **Site Manager**

Spilsby, PE23 5LG

Salary:

Negotiable

Type:

Permanent

Employer:

Marsh Medical Practice

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

- **Practice Manager**

Birmingham, B26 3TP

Salary:

£40000.00 to £50000.00

Type:

Permanent

Employer:

Church Road Surgery

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

- **Finance Manager**

Manchester, M20 4BX

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

The Christie NHS FT

[Apply now on NHS Jobs for Finance 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> <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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