

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 Assistant**

Sunderland, SR5 2TA

Salary:

£27667.98

Type:

Fixed-Term

Employer:

Sunderland GP Alliance

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

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

- **Resourcing and Recruitment Assistant**

Dartford, DA2 8DA

Salary:

£25883.00 to £26958.00

Type:

Fixed-Term

Employer:

Dartford and Gravesham NHS Trust

[Apply now on NHS Jobs for Resourcing and Recruitment Assistant job \(opens in a new window\)](#) ^[12]

- **Resourcing Assistant - Recruitment (XN02)**

Leeds, LS9 7TF

Salary:

£24465.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for Resourcing Assistant - Recruitment \(XN02\) job \(opens in a new window\)](#) ^[13]

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

- **Ward Manager/Site Manager**

Harrogate, HG2 7SX

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Harrogate and District NHS Foundation Trust

[Apply now on NHS Jobs for Ward Manager/Site 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]

- **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 \(opens in a new window\)](#) ^[17]

- **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 \(opens in a new window\)](#) ^[18]

- **Practice Manager**

Birmingham, B26 1AT

Salary:

Negotiable

Type:

Permanent

Employer:

Rowlands Road Surgery

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

- **Project Manager**

Carlisle or Whitehaven, CA3 0HA

Salary:

£29970.00 to £36483.00

Type:

Fixed-Term

Employer:

North Cumbria Integrated Care NHS Foundation Trust

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

- **Administration Manager**

317 Trustwide, NE1 4LP

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

The Newcastle upon Tyne Hospitals NHS Foundation Trust

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

^[21]

- **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 \(opens in a new window\)](#) ^[22]

- **Team Manager**

Carlisle, CA1 1PY

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 \(opens in a new window\)](#) ^[23]

- **Practice Manager**

Cardiff, CF24 2HB

Salary:

£55000.00

Type:

Permanent

Employer:

Four Elms Medical centre

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

- **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 \(opens in a new window\)](#) ^[25]

- **Finance Manager**

Mitcheldean, GL17 0AU

Salary:

Negotiable

Type:

Permanent

Employer:

Mitcheldean Surgery

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

- **Trial Manager**

Sutton, SM2 5PT

Salary:

£42939.00 to £50697.00

Type:

Fixed-Term

Employer:

The Royal Marsden NHS Foundation Trust

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

- **Administration Manager**

Grimsby, DN31 2BH

Salary:

£27000.00 to £27000.00

Type:

Permanent

Employer:

HCRG Care Group

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

[28]

- **Operations Manager**

Cambridge, CB4 1ER

Salary:

Negotiable

Type:

Permanent

Employer:

Red House Surgery

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

- **Pharmacy Manager**

Redruth, TR15 2AF

Salary:

Negotiable

Type:

Permanent

Employer:

Superdrug

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

- **Deputy Manager**

Littleover, DE23 4BU

Salary:

£16.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **Pharmacy Manager**

Kingston Upon Hull, HU10 7AZ

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

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

- **Ward Manager**

Bridgend, CF311RQ

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Cwm Taf Morgannwg University Health Board

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

- **Home Manager**

Kidderminster, DY10 3DJ

Salary:

£90000.00 to £111230.00

Type:

Permanent

Employer:

Aria Care

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

- **Finance Manager**

Harrogate, HG2 7SX

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Harrogate and District NHS Foundation Trust

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

- **Practice Manager**

Pudsey, LS28 7DE

Salary:

£55000.00 to £65000.00

Type:

Permanent

Employer:

Clinicare Health Support Services Ltd

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

- **Risk Manager**

To be determined, CF23 8HF

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Welsh Ambulance NHS Trust

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

- **Finance Manager**

Oxford, OX4 4XN

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Oxford Health NHS Trust

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

- **Research Manager**

Liversedge, WF15 6LP

Salary:

Negotiable

Type:

Permanent

Employer:

Locala Health and Wellbeing

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

- **Facility Manager**

Didcot, OX11 0RQ

Salary:

£42758.00 to £48543.00

Type:

Permanent

Employer:

UK Health Security Agency

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

- **Practice Manager**

Dudley, DY2 0EF

Salary:

Negotiable

Type:

Permanent

Employer:

Dudley Wood Surgery

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

- **Practice Manager**

London, SE22 9EP

Salary:

£35000.00 to £45000.00

Type:

Permanent

Employer:

DMC Healthcare

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

- **Unit Manager**

Chelmsford, CM1 7ET

Salary:

£46148.00

Type:

Permanent

Employer:

Mid and South Essex NHS Foundation Trust

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

- **Hospitality Manager**

Beckenham, BR3 3FH

Salary:

£35000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **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 \(opens in a new window\)](#) ^[45]

- **Hospitality Manager**

Bagshot, GU19 5HN

Salary:

£18.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **General Manager**

Epsom, KT185XA

Salary:

£75000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

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

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

- **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 \(opens in a new window\)](#) ^[51]

- **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 \(opens in a new window\)](#) ^[52]

- **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 \(opens in a new window\)](#) ^[53]

- **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 \(opens in a new window\)](#) ^[54]

- **Home Manager**

Prestbury, SK10 4AP

Salary:

£40000.00 to £80000.00

Type:

Permanent

Employer:

Barchester Healthcare

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

- **BUSINESS MANAGER**

Bromley, BR1 5EP

Salary:

Negotiable

Type:

Permanent

Employer:

Downham Family Medical Practice

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

^[56]

- **Practice Manager**

London, W4 3JL

Salary:

£35000.00 to £40000.00

Type:

Permanent

Employer:

Grove Park Terrace Surgery

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

- **Business Manager**

High Wycombe, HP11 2SD

High Wycombe, HP15 7AD

Salary:

£45000.00 to £50000.00

Type:

Permanent

Employer:

Desborough Surgery

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

- **Project Manager**

Pan Wales, SA6 8RE

Salary:

£37898.00 to £45637.00

Type:

Fixed-Term

Employer:

Welsh Ambulance NHS Trust

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

- **Ward Manager**

Llantrisant, CF72 8XR

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Cwm Taf Morgannwg University Health Board

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

- **Ward Manager**

Llandrindod Wells, LD1 5HF

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Powys Teaching Health Board

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

- **Catering Manager**

Birmingham, B24 0DF

Birmingham, B29 7DA

Salary:

£37000.00

Type:

Permanent

Employer:

Birmingham Hospice

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

- **Ward Manager**

Exeter, EX2 5SN

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Devon Partnership NHS Trust

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

- **Delivery 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 Delivery Manager job \(opens in a new window\)](#) [64]

- **General Manager**

London, WC1E 6DB

Salary:

£70387.00 to £80465.00

Type:

Fixed-Term

Employer:

University College London Hospitals NHS Foundation Trust

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

- **Operations Manager**

London, SE1 7EH

Salary:

Negotiable

Type:

Permanent

Employer:

Synnovis Analytics

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

- **Performance Manager**

317 01 Freeman Hospital, NE7 7DN

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

The Newcastle upon Tyne Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Performance Manager job \(opens in a new window\)](#) ^[67]

- **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 \(opens in a new window\)](#) ^[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 Scheme](#) ^[71] ^[72]

Other roles that may interest you

- [Administrative management](#) ^[73]
- [Practice manager](#) ^[74]
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- [Experienced paramedic](#) ^[76]

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