

# 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**

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 \(opens in a new window\)](#) [9]

- **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

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

- **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 \(opens in a new window\)](#) <sup>[11]</sup>

- **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 \(opens in a new window\)](#) <sup>[12]</sup>

- **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 \(opens in a new window\)](#) <sup>[13]</sup>

- **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 \(opens in a new window\)](#) <sup>[14]</sup>

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

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

- **Operations Manager**

Cambridge, CB4 1ER

Salary:

Negotiable

Type:

Permanent

Employer:

Red House Surgery

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

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

- **Clinical Manager**

Bristol, BS1 2AG

Salary:  
£45500.00

Type:  
Permanent

Employer:  
Brook

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

- **Estates Manager**

York, YO24 1GL

Salary:  
£46416.00 to £53114.00

Type:  
Fixed-Term

Employer:  
St Leonard's Hospice

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

- **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 \(opens in a new window\)](#) <sup>[21]</sup>

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

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

- **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 \(opens in a new window\)](#) [24]

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

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



- **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 \(opens in a new window\)](#) <sup>[27]</sup>

- **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 \(opens in a new window\)](#) <sup>[28]</sup>

- **Legacy Manager**

Great Bramingham Lane, LU3 3NT

Salary:

£41750.00

Type:

Permanent

Employer:

Keech Hospice Care

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

- **Test Manager**

Filton, Bristol, BS34 7QH

Colindale, NW9 5BG

Tooting, SW17 0RB

Edgbaston, B15 2SG

Manchester, M13 9LL

Dodworth, Barnsley, S75 3FG

Salary:

£55690.00 to £62682.00

Type:

Fixed-Term

Employer:

NHS Blood and Transplant

[Apply now on NHS Jobs for Test Manager job \(opens in a new window\)](#) <sup>[30]</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>[31]</sup>

- **Deputy Manager**

Littleover, DE23 4BU

Salary:

£16.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **Practice Manager**

Dudley, DY2 0EF

Salary:

Negotiable

Type:

Permanent

Employer:

Dudley Wood Surgery

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

- **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>

- **General Manager**

Epsom, KT185XA

Salary:

£75000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **Hospitality Manager**

Bagshot, GU19 5HN

Salary:

£18.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **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 \(opens in a new window\)](#) <sup>[37]</sup>

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

- **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 \(opens in a new window\)](#) [39]

- **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 \(opens in a new window\)](#) [40]

- **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 \(opens in a new window\)](#) [41]

- **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 \(opens in a new window\)](#) [42]

- **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 \(opens in a new window\)](#) [43]

- **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 \(opens in a new window\)](#) [44]

- **Radiology Manager**

Newport, NP20 2UB

Salary:

£54550.00 to £61412.00

Type:

Permanent

Employer:

Aneurin Bevan University Health Board

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

- **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 \(opens in a new window\)](#) [46]

- **Change Manager**

Warwick, CV34 5BW

Salary:

£46629.00

Type:

Permanent

Employer:

Innovate Healthcare Services

[Apply now on NHS Jobs for Change Manager job \(opens in a new window\)](#) [47]

- **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 \(opens in a new window\)](#) [48]

- **Business Manager**

London, N17 6AA

Salary:

£45000.00 to £55000.00

Type:

Permanent

Employer:

Morris House Group Practice

[Apply now on NHS Jobs for Business Manager job \(opens in a new window\)](#) [49]

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

- **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 \(opens in a new window\)](#) <sup>[51]</sup>

- **BUSINESS MANAGER**

Bromley, BR1 5EP

Salary:

Negotiable

Type:

Permanent

Employer:

Downham Family Medical Practice

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

<sup>[52]</sup>

- **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 \(opens in a new window\)](#) <sup>[53]</sup>

- **Practice Manager**

Littleborough, OL15 8HF

Salary:

Negotiable

Type:

Permanent

Employer:

Rochdale Health Alliance

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

- **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 \(opens in a new window\)](#) <sup>[55]</sup>

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

- **Registered Manager**

Hothfield, TN26 1AZ

Salary:

Negotiable

Type:

Permanent

Employer:

Active Care Group

[Apply now on NHS Jobs for Registered Manager job \(opens in a new window\)](#) <sup>[57]</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>[58]</sup>



- **Practice Manager**

Brigg, DN20 9ED

Salary:

Negotiable

Type:

Permanent

Employer:

Hibaldstow Medical Practice

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

- **Ward Manager**

Brighton, BN2 5BE

Salary:

£46148.00 to £52809.00

Type:

Fixed-Term

Employer:

University Hospitals Sussex NHS Foundation Trust (279)

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

- **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 \(opens in a new window\)](#) <sup>[61]</sup>

- **Category Manager**

Newport, NP10 8BE

Salary:

£37898.00 to £45637.00

Type:

Permanent

Employer:

NHS Wales Shared Services Partnership

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

- **Inquest Manager**

Blackpool, FY3 8NR

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Blackpool Teaching Hospitals NHS Foundation Trust

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

- **Ward Manager**

Abergavenny, NP7 7EG

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Aneurin Bevan University Health Board

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

- **Deputy Manager**

Ramsgate, CT11 9SH

Salary:

£37338.00 to £44962.00

Type:

Fixed-Term

Employer:

Kent & Medway NHS & Social Care Partnership Trust

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

- **Care Manager**

Northwich, CW8 2AB

Salary:

£32276.00

Type:

Permanent

Employer:

YOURLIFEYOURWAY

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

- **Service Manager**

Harrow, HA1 4ES

Salary:

£38205.00 to £46707.00

Type:

Permanent

Employer:

Compass

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

- **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 \(opens in a new window\)](#) <sup>[68]</sup>

- **Further information**

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

- [Chartered Institute of Personnel and Development](#) <sup>[69]</sup>
- [Healthcare People Management Association](#) <sup>[70]</sup>
- [National Association of Medical Personnel Specialists](#) <sup>[71]</sup>
- [NHS Graduate Management Training Scheme](#) <sup>[71]</sup> <sup>[72]</sup>

## Other roles that may interest you

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