

# 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

- **EPR Recruitment / Human Resources Officer**

Norwich, NR1 1QQ

Salary:

£26530.00 to £29114.00

Type:

Fixed-Term

Employer:

Norfolk and Norwich University Hospital

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

- **Recruitment Manager**

London, SE1 4YB

Salary:

£35964.00 to £43780.00

Type:

Fixed-Term

Employer:

Guy's and St Thomas' NHS Foundation Trust

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

- **Operational HR Manager**

Leeds , LS13 2BL  
Plymouth, PL5 1PL  
Barnstaple, EX32 8HY  
Ottery St. Mary, EX11 1EQ

Salary:

£45000.00 to £55000.00

Type:

Permanent

Employer:

Fuller and Forbes Partnership

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

[11]

- **Operations/HR Manager**

Stanton, IP31 2XA

Salary:

£43000.00

Type:

Permanent

Employer:

Primary Care Careers

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

[12]

- **Human Resources Administrator**

Bushey, WD23 2NN

Salary:

Negotiable

Type:

Permanent

Employer:

Attenborough Surgery

[Apply now on NHS Jobs for Human Resources Administrator job \(opens in a new window\)](#) [13]

- **HR Manager (Learning & Development)**

Leeds, LS21 1PY

Salary:

£40000.00 to £50000.00

Type:

Permanent

Employer:

OneMedicalGroup

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

- **Human Resources Business Partner**

Ashton Under Lyne, OL6 7SR

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Pennine Care NHS FT

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

- **Senior HR Manager (Internal Only)**

Victoria Road, Macclesfield, SK10 3BL

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

East Cheshire NHS Trust

[Apply now on NHS Jobs for Senior HR Manager \(Internal Only\) job \(opens in a new window\)](#) <sup>[16]</sup>

- **Human Resources Business Partner (Medical Staffing Lead)**

Fulbourn Hospital, Cambridge, CB21 5EF

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Cambridgeshire and Peterborough NHS Foundation Trust

[Apply now on NHS Jobs for Human Resources Business Partner \(Medical Staffing Lead\) job \(opens in a new window\)](#) <sup>[17]</sup>

- **Group HR Absence Management Lead**

Middlesbrough, TS4 3BW

Salary:

£46148.00 to £52809.00

Type:

Fixed-Term

Employer:

South Tees Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Group HR Absence Management Lead job \(opens in a new window\)](#) <sup>[18]</sup>

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

- **Pharmacy Manager**

Ilfracombe, EX34 9DA

Salary:

Negotiable

Type:

Permanent

Employer:

Superdrug

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

- **General Manager**

Sittingbourne, ME10 1QA

Salary:

£65000.00 to £68000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **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 \(opens in a new window\)](#) <sup>[22]</sup>

- **Practice Manager**

Cheltenham, GL52 6HS

Salary:

£40000.00 to £50000.00

Type:

Permanent

Employer:

Sixways

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

- **Home Manager**

Wigston, LE18 2BP

Salary:

£62000.00 to £62000.00

Type:

Permanent

Employer:

HC-One

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

- **Pharmacy Manager**

Oxford, OX3 7RP

Salary:

£57000.00 to £60000.00

Type:

Permanent

Employer:

Nuffield Health

[Apply now on NHS Jobs for Pharmacy Manager job \(opens in a new window\)](#) <sup>[25]</sup>

- **Procurement Manager**

Stoke-on-Trent, ST1 2QB

Salary:

£53755.00 to £60504.00

Type:

Fixed-Term

Employer:



Midlands and Lancashire Commissioning Support Unit  
[Apply now on NHS Jobs for Procurement Manager job \(opens in a new window\)](#) <sup>[26]</sup>

- **Finance Manager**

York, YO24 1GL

Salary:

£30144.00 to £39632.00

Type:

Fixed-Term

Employer:

St Leonard's Hospice

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

- **Service Manager**

West Midlands, ST11 9JG

Salary:

£40000.00 to £40000.00

Type:

Permanent

Employer:

Cygnnet Health Care

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

- **Service Manager**

West Midlands, ST11 9JG

Salary:

£40000.00 to £40000.00

Type:

Permanent

Employer:

Cygnnet Health Care

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

- **Team Manager**

Ramsgate, CT9 4BF

Salary:

£30826.00 to £30826.00

Type:

Permanent

Employer:

Mental Health Matters

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

- **Team Manager**

London, SW17 0YF

Salary:

£54320.00 to £60981.00

Type:

Permanent

Employer:

South West London and St Georges Mental Health NHS Trust

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

- **Ward Manager**

Liverpool, L14 5NX

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Mersey Care NHS Foundation Trust

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

- **Business Manager**

York, YO41 1PS

Salary:

£37663.00 to £42648.00

Type:

Permanent

Employer:

Practice Plus Group

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

- **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 \(opens in a new window\)](#) <sup>[33]</sup>

- **Practice Manager**

London, E10 6JB

Salary:

Negotiable

Type:

Permanent

Employer:

The Lyndhurst Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[34]</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>[35]</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>[36]</sup>

- **Compliance Manager**

Manchester, M22 4BJ

Salary:

£25000.00 to £30000.00

Type:

Permanent

Employer:

Diagnostic Healthcare Ltd

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

- **Practice Manager**

Reading, RG6 1JS  
Reading, RG5 4JA

Salary:  
£45000.00 to £60000.00

Type:  
Permanent

Employer:  
Parkside Family Practice

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

- **Operations manager**

Widnes, WA8 8QS

Salary:  
Negotiable

Type:  
Permanent

Employer:  
The Beeches Medical Centre

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

- **Ward Manager**

Cramlington, NE23 6NZ

Salary:  
£46148.00 to £52809.00

Type:  
Permanent

Employer:  
Northumbria Healthcare NHS Foundation Trust

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

- **Practice Manager**

Clacton on Sea, CO15 3AU

Salary:  
Negotiable

Type:  
Permanent

Employer:  
Primary Care Careers

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

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

- **Practice Manager**

Manchester, M18 8HE

Salary:

Negotiable

Type:

Permanent

Employer:

Central Manchester Networks Ltd

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[43]</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>[44]</sup>

- **Ward Manager**

London, EC1A 7BE

Salary:

£54320.00 to £60981.00

Type:

Fixed-Term

Employer:

Barts Health NHS Trust

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) <sup>[45]</sup>

- **Ward Manager**

Mountain Ash, CF45 4BZ

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Cwm Taf Morgannwg University Health Board

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

- **Workshop Manager**

Scunthorpe, DN15 7BH

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Northern Lincolnshire and Goole NHS Foundation Trust

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

- **Ward Manager**

London, EC1A 7BE

Salary:

£54320.00 to £60981.00

Type:

Fixed-Term

Employer:

Barts Health NHS Trust

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) <sup>[45]</sup>

- **Service Manager**

Huddersfield, HD1 3LT

Salary:

£29000.00 to £32000.00

Type:

Permanent

Employer:

Invictus Wellbeing

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

- **Workshop Manager**

Scunthorpe, DN15 7BH

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Northern Lincolnshire and Goole NHS Foundation Trust

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

- **Hospital Manager**

Worcester, WR1 2DD

Salary:

Negotiable

Type:

Permanent

Employer:

CHEC

[Apply now on NHS Jobs for Hospital Manager job \(opens in a new window\)](#) <sup>[49]</sup>

- **Hospitality Manager**

Beckenham, BR3 3FH

Salary:

£35000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **Compliance Manager**

Lincoln, LN4 2GW

Salary:

£34000.00 to £42000.00

Type:

Permanent

Employer:

Lincs & Notts Air Ambulance

[Apply now on NHS Jobs for Compliance Manager job \(opens in a new window\)](#) <sup>[51]</sup>

- **Operations Manager**

Manchester, M28 0FE

Salary:

£28.87

Type:

Fixed-Term

Employer:

NHS Professionals Limited

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

- **Service Manager**

Doncaster, DN4 8QN

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Rotherham Doncaster and South Humber NHSFT

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

- **Clinic Manager**

Middlesbrough, TS3 6LB

Salary:

£50000.00 to £54000.00

Type:

Permanent

Employer:

Diaverum

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

- **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 \(opens in a new window\)](#) [55]



- **Practice Manager**

Leeds, LS12 5SG

Salary:

Negotiable

Type:

Permanent

Employer:

Whitehall Surgery

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

- **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>[57]</sup>

- **Pharmacy Manager**

Eastleigh, SO53 2DW

Salary:

Negotiable

Type:

Permanent

Employer:

Nuffield Health

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

- **Deputy Manager**

Cardiff, CF24 2NT

Salary:

£45000.00

Type:

Permanent

Employer:

involve Care & Support

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

- **Outpatient Manager**

London, NW3 2AL

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Marie Curie

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

- **Practice Manager**

Bradford, BD8 9LB

Salary:

Negotiable

Type:

Permanent

Employer:

Kensington Partnership

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

- **Practice Manager**

Nottingham, NG8 1FG

Salary:

Negotiable

Type:

Permanent

Employer:

Wollaton Park Medical Centre

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

- **Operations Manager**

Chester Le Street, DH3 2QT

Salary:

£35000.00 to £40000.00

Type:

Permanent

Employer:

Birtley Medical Group

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

- **Operations Manager**

Slough, SL1 1TT

Salary:

£35000.00

Type:

Permanent

Employer:

Herschel Medical Centre

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

- **Practice Manager**

Papworth Everard, CB23 3QQ

Salary:

Negotiable

Type:

Permanent

Employer:

Papworth Surgery

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

- **Further information**

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

- [Chartered Institute of Personnel and Development](#) <sup>[66]</sup>
- [Healthcare People Management Association](#) <sup>[67]</sup>
- [National Association of Medical Personnel Specialists](#) <sup>[68]</sup>
- [NHS Graduate Management Training Scheme](#) <sup>[71]</sup>e <sup>[69]</sup>

## Other roles that may interest you

- [Administrative management](#) <sup>[70]</sup>
- [Practice manager](#) <sup>[71]</sup>
- [Knowledge and library services](#) <sup>[72]</sup>
- [Experienced paramedic](#) <sup>[73]</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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