

# Administrative management

Our administrative managers are important cogs in the NHS team who allow our frontline staff to concentrate on our patients and the public.?

## Working life

Our administration managers are involved in the planning, co-ordination and direction of 'business' in the NHS.?



## Roles in administrative management

There are a variety of administrative roles in NHS management such as:

Anyone involved in the planning, co-ordinating, directing, or controlling aspects of a business

can be considered an administrative manager

- Administration manager
- General office manager
- Office manager

### **Administration manager**

You could be:

- responsible for providing a high quality senior personal assistant (PA) service to the chief executive and chair of the organisation
- helping the trust board secretary in supporting the board and executive committee structure
- leading and co-ordinating the work of director-level PAs to ensure that office functions were managed effectively.

### **General office manager**

You could be:

- provide managerial and administrative support at a NHS organisation by managing the day to day function of the administrative and non-clinical services
- act as a point of contact for external organisations and individuals
- be responsible for the recruitment and selection, supervision, appraisal and training of junior administration staff.

### **Office manager**

In a large hospital NHS trust, you could be:

- provide administration/secretarial support service to support a wide range of external quality assessment activities and initiatives
- deal with enquiries
- attend meetings to take formal and accurate minutes, ensuring these are checked, agreed and distributed
- be responsible for the processing of expenses claims including photocopying documentation and follow up of payments

## **Want to learn more?**

- Find out more about the entry requirements, skills and interests required to enter a career in administrative management [1]
- Find out more about the training you'll receive for a career in administrative management [2]
- Pay and conditions

Expand / collapse

Most jobs in the NHS are covered by the Agenda for Change (AfC) pay scales [3] This pay system covers all staff except doctors, dentists and the most senior managers.

Your career in NHS administrative management would typically start at Agenda for Change [4] Band 5, with opportunities to progress to posts at bands 6 or 7.

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

Expand / collapse

With further training or experience or both, you may be able to develop your career further and apply for more senior managerial roles.

Progression for those with ability is typically via operational management in a large hospital.

Relocation for promotion is common.

More diverse routes are now opening up, for example, jointly-funded posts between health and social services.

Management qualifications, such as an MBA (Master of Business of Administration) or DMS (Diploma in Management Studies) may be an advantage for some senior posts.

- Job market and vacancies

Expand / collapse

When you're looking for administrative managerial jobs or apprenticeship vacancies, there are a number of sources you can use, but most vacancies can be found on the NHS Jobs website [5].

Just some of the current vacancies are below.

- View Vacancy [6]

## **Administration Manager**

University Hospital of Llandough, Penarth, CF64 2XX

■

### **Salary:**

£24,907 - £30,615 per annum

■

### **Type:**

Permanent

■

**Employer:**

Cardiff and Vale University Health Board

- View Vacancy
- View Vacancy [7]

**Administration Manager**

Bury St. Edmunds, IP30 9QU

■

**Salary:**

Depending on experience

■

**Type:**

Permanent

■

**Employer:**

Central Advertising - General Practitioners

- View Vacancy
- View Vacancy [8]

**Administration Manager**

Birmingham, B4 6NH

■

**Salary:**

£24,907 to £30,615 pa

■

**Type:**

Permanent

■

**Employer:**

Birmingham Women's and Children's NHS Foundation Trust

- View Vacancy
- View Vacancy [9]

## **Patient Administration Manager**

George Eliot Hospital NHS Trust, Nuneaton, CV10 7DJ

- 

### **Salary:**

£24,907 - £30,615 Per Annum

- 

### **Type:**

Permanent

- 

### **Employer:**

George Eliot Hospital NHS Trust

- [View Vacancy](#)

- [View Vacancy \[10\]](#)

## **Dermatology Administration Manager**

Leicester Royal Infirmary, Leicester, LE1 5WW

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### **Salary:**

£24,907-£30,615

- 

### **Type:**

Permanent

- 

### **Employer:**

University Hospitals of Leicester

- [View Vacancy](#)

- [View Vacancy \[11\]](#)

## **Band 5 Inpatient Administration Manager**

St Mary's Hospital, London, W2 1NY

-

**Salary:**

£29,888 - £36,738 £29,888 - £36,738 pa inc

**Type:**

Permanent

**Employer:**

Imperial College Healthcare NHS Trust



- Further information

Expand / collapse

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

- Association of Medical Secretaries, Practice Managers, Administrators and Receptionists [12]
- British Society of Medical Secretaries & Administrators [13]
- Institute of Administration Management [14]
- Institute of Healthcare Management [15]
- Institute of Leadership and Management [16]
- NHS Leadership Academy [17]

## Other roles that may interest you

- Medical secretary/personal assistant [18]
- Practice manager [19]
- Project manager [20]
- Dentist [21]

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**Source URL:** <https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/operational-management/administrative-management>

**Links**

- [1] <https://www.healthcareers.nhs.uk/explore-roles/operational-management/administrative-management/entry-requirements-skills-and>
- [2] <https://www.healthcareers.nhs.uk/explore-roles/operational-management/administrative-management/training-and-development>
- [3] <https://www.healthcareers.nhs.uk/about/careers-nhs/nhs-pay-and-benefits/agenda-change-pay-rates>
- [4] [https://www.healthcareers.nhs.uk/glossary#Agenda\\_for\\_Change](https://www.healthcareers.nhs.uk/glossary#Agenda_for_Change)
- [5] <http://www.jobs.nhs.uk>
- [6] <https://www.jobs.nhs.uk/xi/vacancy/916141021>
- [7] <https://www.jobs.nhs.uk/xi/vacancy/916110750>
- [8] <https://www.jobs.nhs.uk/xi/vacancy/916133332>
- [9] <https://www.jobs.nhs.uk/xi/vacancy/916141518>

- [10] <https://www.jobs.nhs.uk/xi/vacancy/916128728>
- [11] <https://www.jobs.nhs.uk/xi/vacancy/916133563>
- [12] <http://www.amspar.co.uk>
- [13] <http://www.bsmsa.org.uk>
- [14] <http://www.instam.org>
- [15] <http://www.ihm.org.uk>
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- [17] <http://www.leadershipacademy.nhs.uk/>
- [18] <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/administration/medical-secretarypersonal-assistant>
- [19] <https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/practice-manager>
- [20] <https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/project-and-programme-management/project-manager>
- [21] <https://www.healthcareers.nhs.uk/explore-roles/dental-team/roles-dental-team/dentist>