Home > Explore roles > Management > Roles in management > Operational management > Administrative management

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:

Apprenticeships logo

- Administration manager
- General office manager
- Office manager

Administration manager

You could:

- 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

Anyone involved in the planning, co-ordinating, directing, or controlling aspects of a business can be considered an administrative manager

You could:

- 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:

- 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

Pay and conditions

Most jobs in the NHS are covered by the <u>Agenda for Change (AfC) pay scales [3]</u>. 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

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

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.

Find a vacancy

Enter your location or postcode						

Show results within

Search

Administrator-Surgical Management Office

Taunton, TA1 5DA

Salary:

£24169.00

Type:

Permanent

Employer:

Somerset NHS Foundation Trust <u>Apply now on NHS Jobs for Administrator-Surgical Management Office job (opens in a new window)</u> [6]

Office Manager

Pontypridd, CF37 1LB

Salary:

£26928.00 to £29551.00

Type:

Permanent

Employer:

Cwm Taf Morgannwg University Health Board

Apply now on NHS Jobs for Office Manager job (opens in a new window) [7]

International Office Manager

City of London, W1G 7JL

Salary:

£62978.00 to £73997.00

Type:

Permanent

Employer:

The London Clinic

Apply now on NHS Jobs for International Office Manager job (opens in a new window) [8]

Clinical Administration Manager

Leeds, LS17 6QD

Salary:

£30573.00 to £36903.00

Type:

Permanent

Employer:

St Gemma's Hospice

Apply now on NHS Jobs for Clinical Administration Manager job (opens in a new window) [9]

Directorate Administration Manager

317 02 Royal Victoria Infirmary, 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 Directorate Administration Manager job (opens in a new window) [10]

Head of Programme Management Office

Canterbury, CT1 3NG

Salary:

£88168.00 to £101677.00

Type:

Permanent

Employer:

East Kent Hospitals University NHS Foundation Trust

<u>Apply now on NHS Jobs for Head of Programme Management Office job (opens in a new window)</u> [11]

Information Governance & Records Management Officer

London, E20 1JQ

Salary:

£29500.00

Type:

Fixed-Term

Employer:

Human Fertilisation & Embryology Authority

Apply now on NHS Jobs for Information Governance & Records Management Officer job (opens in a new window) [12]

Administration Support Manager

Bridgend, CF31 1RQ

Salary:

£30420.00 to £37030.00

Type:

Permanent

Employer:

Cwm Taf Morgannwg University Health Board

<u>Apply now on NHS Jobs for Administration Support Manager job (opens in a new window)</u>

[13]

Administration Support Manager

Llantrisant, CF72 8XR

Salary:

£30420.00 to £37030.00

Type:

Permanent

Employer:

Cwm Taf Morgannwg University Health Board

Apply now on NHS Jobs for Administration Support Manager job (opens in a new window) [14]

Facilities Management - Facilities Monitoring Officer

Queen Alexandra Hospital, PO6 3LY

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Portsmouth Hospitals University NHS Trust

Apply now on NHS Jobs for Facilities Management - Facilities Monitoring Officer job (opens in a new window) [15]

Service Manager - Chief Nurse Office

London, SE5 9RS

Salary:

£54320.00 to £60981.00

Type:

Permanent

Employer:

King's College Hospital NHS Foundation Trust

Apply now on NHS Jobs for Service Manager - Chief Nurse Office job (opens in a new window) [16]

Equipment Management Administrator / Coordinator

Manchester, M20 4BX

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

The Christie NHS FT

Apply now on NHS Jobs for Equipment Management Administrator / Coordinator job (opens in a new window) [17]

Medicines Management Team Administrator

Liverpool, L31 1HW

Salary:

£24169.00

Type:

Permanent

Employer:

Mersey Care NHS Foundation Trust

Apply now on NHS Jobs for Medicines Management Team Administrator job (opens in a new window) [18]

Specialist Weight Management Service Administrator

Scunthorpe, DN16 3RN

Salary:

£23809.50

Type:

Permanent

Employer:

ABL Health Ltd

Apply now on NHS Jobs for Specialist Weight Management Service Administrator job (opens in a new window) [19]

Office administrator

Shrewsbury, SY4 5AF Whitchurch, SY13 2DG

Salary:

Negotiable

Type:

Permanent

Employer:

Wem and Prees Medical Practice

Apply now on NHS Jobs for Office administrator job (opens in a new window) [20]

Administration Officer

Cardiff, CF10 4BZ

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Public Health Wales

Apply now on NHS Jobs for Administration Officer job (opens in a new window) [21]

Administrative Officer

Sheffield, S10 2TA

Salary:

£24169.00

Type:

Permanent

Employer:

Sheffield Teaching Hospitals NHS Foundation Trust

Apply now on NHS Jobs for Administrative Officer job (opens in a new window) [22]

Administration Officer

Carlisle, CA1 3SX

Salary:

£24071.00 to £25674.00

Type:

Permanent

Employer:

Cumbria, Northumberland, Tyne and wear (CNTW) NHS Foundation Trust Apply now on NHS Jobs for Administration Officer job (opens in a new window) [23]

Administrative Officer (XN03)

Leeds, LS9 7TF

Salary:

£24071.00 to £25674.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

Apply now on NHS Jobs for Administrative Officer (XN03) job (opens in a new window) [24]

Administrative Support Officer

Chester, CH3 9GA

Salary:

£23615.00

Type:

Permanent

Employer:

Cheshire and Wirral Partnership NHS Foundation Trust

Apply now on NHS Jobs for Administrative Support Officer job (opens in a new

window) [25]

Patient Administration Officer

York, YO31 8HE

Salary:

£24169.00

Type:

Permanent

Employer:

York and Scarborough Teaching Hospitals NHS Foundation Trust Apply now on NHS Jobs for Patient Administration Officer job (opens in a new window) [26]

Administration & Engagement Officer

Norwich, NR3 2EU

Salary:

£23809.50

Type:

Permanent

Employer:

InHealth Group

Apply now on NHS Jobs for Administration & Engagement Officer job (opens in a new window) [27]

Assistant Manager / Manager

Birmingham, B71 3LN West Bromwich, B71 3AS

Salary:

Negotiable

Type:

Permanent

Employer:

Stone Cross Medical Centre

Apply now on NHS Jobs for Assistant Manager / Manager job (opens in a new window) [28]

Intermediate administration services officer

Gillingham, ME8 0NJ

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Medway Community Healthcare

Apply now on NHS Jobs for Intermediate administration services officer job (opens in a new window) [29]

Administration Officer Central Bookings

Stansted Mountfitchet, CM24 8AQ

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Essex Partnership University NHS Foundation Trust

Apply now on NHS Jobs for Administration Officer Central Bookings job (opens in a new window) [30]

MDT Administrative Officer (XN03)

Leeds, LS9 7TF

Salary:

£24071.00 to £25674.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

Apply now on NHS Jobs for MDT Administrative Officer (XN03) job (opens in a new window) [31]

Administrator and Office Clerk

Halifax, HX2 8AL

Salary:

£12.31

Type:

Permanent

Employer:

Beechwood Medical Centre

Apply now on NHS Jobs for Administrator and Office Clerk job (opens in a new window) [32]

Podiatry Booking Office Administrator

Chard, TA20 1YA

Yeovil, BA20 2SU

Salary:

£24071.00 to £25674.00

Type:

Permanent

Employer:

Somerset NHS Foundation Trust

<u>Apply now on NHS Jobs for Podiatry Booking Office Administrator job (opens in a new window)</u>

[33]

Administration Officer - HMP Northumberland

Morpeth, NE65 9XG

Salary:

£24071.00 to £25674.00

Type:

Permanent

Employer:

Spectrum Community Health CIC

Apply now on NHS Jobs for Administration Officer - HMP Northumberland job (opens in a new window) [34]

Clinic Receptionist and Administration Officer

Ilkeston, DE7 8LN

Salary:

£24169.00

Type:

Permanent

Employer:

University Hospitals of Derby and Burton NHS Foundation Trust Apply now on NHS Jobs for Clinic Receptionist and Administration Officer job (opens in a new window) [35]

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) [36]

Imaging manager

Banbury, OX16 9FG

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) [37]

Operations Manager

Earby, BB18 6QT

Colne, BB8 0JZ

Salary:

Negotiable

Type:

Permanent

Employer:

The Pendle Medical Partnership

Apply now on NHS Jobs for Operations Manager job (opens in a new window) [38]

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) [39]

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) [40]

Operations Manager

Brighouse, HD6 1AT

Salary:

Negotiable

Type:

Permanent

Employer:

General Manager

48 Boundary Road, NW8 0HJ

Salary:

£80000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

Apply now on NHS Jobs for General Manager job (opens in a new window) [42]

Practice Manager

Jarrow, NE32 3UX

Salary:

Negotiable

Type:

Permanent

Employer:

East Wing Surgery

Apply now on NHS Jobs for Practice Manager job (opens in a new window) [43]

Deputy Manager

Beaconsfield, HP9 1AB

Salary:

£51500.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

Apply now on NHS Jobs for Deputy Manager job (opens in a new window) [44]

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) [45]

HR Manager

London, WC1X 8LU

Salary:

£57000.00 to £63000.00

Type:

Permanent

Employer:

Camden Health Evolution Ltd

Apply now on NHS Jobs for HR Manager job (opens in a new window) [46]

Divisional Manager

Swansea, SA6 6NL

Salary:

£75405.00 to £86885.00

Type:

Permanent

Employer:

Swansea Bay University Health Board

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

Operations Manager

Kenilworth, CV8 1JD

Salary:

£27375.00 to £31285.00

Type:

Permanent

Employer:

Abbey Medical Centre

Apply now on NHS Jobs for Operations Manager job (opens in a new window) [48]

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) [49]

Practice Manager

Clacton on Sea, CO15 2NB

Salary:

Negotiable

Type:

Permanent

Employer:

Primary Care Careers

Apply now on NHS Jobs for Practice Manager job (opens in a new window) [50]

General Manager

Chichester, PO19 6SE

Salary:

£62215.00 to £72293.00

Type:

Permanent

Employer:

University Hospitals Sussex NHS Foundation Trust (279)

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

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) [52]

Programme Manager

Cardiff, CF10 4BZ

Salary:

£54550.00 to £61412.00

Type:

Permanent

Employer:

Public Health Wales

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

Operational Manager

Mansfield, NG18 4GW

Salary:

£62215.00 to £72293.00

Type:

Permanent

Employer:

Nottinghamshire Healthcare NHS Foundation Trust

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

Management Accountant

Birmingham, B4 6NH

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Birmingham Women's and Children's NHS Foundation Trust

Apply now on NHS Jobs for Management Accountant job (opens in a new window)

[55]

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) [56]

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) [57]

Ward Manager

Swindon, SN3 6BB

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

HCRG Care Group

Apply now on NHS Jobs for Ward Manager job (opens in a new window) [58]

Service Manager

West Midlands, ST11 9JG

Salary:

£40000.00 to £40000.00

Type:

Permanent

Employer:

Cygnet Health Care

Apply now on NHS Jobs for Service Manager job (opens in a new window) [59]

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) [60]

Ward Manager

Swansea, SA2 0GH

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Swansea Bay University Health Board

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

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) [62]

Service Manager

Dudley, DY2 7DN

Salary:

Negotiable

Type:

Permanent

Employer:

Isabellas Homes

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

Operations Manager

Sowerby Bridge, HX6 3AB

Salary:

Negotiable

Type:

Permanent

Employer:

Station Road Surgery

Apply now on NHS Jobs for Operations Manager job (opens in a new window) [64]

Practice Manager

London, NW1 8UR

Salary:

Negotiable

Type:

Permanent

Employer:

Primrose Hill Surgery

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

Further information

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

- Association of Medical Secretaries, Practice Managers, Administrators and Receptionists [66]
- British Society of Medical Secretaries & Administrators [67]
- o Institute of Administration Management [68]
- o Institute of Healthcare Management [69]
- o Institute of Leadership and Management [70]
- NHS Leadership Academy [71]

Other roles that may interest you

- Medical secretary/personal assistant [72]
- Practice manager [73]
- Project manager [74]
- Emergency care assistant [75]

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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 [5] http://www.jobs.nhs.uk [6]

https://beta.jobs.nhs.uk/candidate/jobadvert/C9184-25-0731 [7]

https://beta.jobs.nhs.uk/candidate/jobadvert/H9110-25-0591 [8]

https://beta.jobs.nhs.uk/candidate/jobadvert/E0360-25-0044 [9]

https://beta.jobs.nhs.uk/candidate/jobadvert/B0267-25-0003 [10]

https://beta.jobs.nhs.uk/candidate/jobadvert/C9317-25-0623 [11]

https://beta.jobs.nhs.uk/candidate/jobadvert/C9344-25-0529 [12]

https://beta.jobs.nhs.uk/candidate/jobadvert/G0002-25-0004 [13]

https://beta.jobs.nhs.uk/candidate/jobadvert/H9110-25-0537 [14]

https://beta.jobs.nhs.uk/candidate/jobadvert/H9110-25-0525 [15]

https://beta.jobs.nhs.uk/candidate/jobadvert/C8192-25-0300 [16]

https://beta.jobs.nhs.uk/candidate/jobadvert/C9213-25-0473 [17]

https://beta.jobs.nhs.uk/candidate/jobadvert/C9413-25-0296 [18]

https://beta.jobs.nhs.uk/candidate/jobadvert/C9350-25-0582 [19] https://beta.jobs.nhs.uk/candidate/jobadvert/E0343-25-0011abl757 [20]

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https://beta.jobs.nhs.uk/candidate/jobadvert/C9190-25-0504 [23]

https://beta.jobs.nhs.uk/candidate/jobadvert/C9263-25-0430 [24]

https://beta.jobs.nhs.uk/candidate/jobadvert/C9298-COO-0082 [25]

https://beta.jobs.nhs.uk/candidate/jobadvert/C9373-25-0383 [26]

https://beta.jobs.nhs.uk/candidate/jobadvert/C9419-25-0427 [27]

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https://beta.jobs.nhs.uk/candidate/jobadvert/M0035-25-0260 [28]
https://beta.jobs.nhs.uk/candidate/jobadvert/A3230-25-0004 [29]
https://beta.jobs.nhs.uk/candidate/jobadvert/B9813-25-0062 [30]
https://beta.jobs.nhs.uk/candidate/jobadvert/C9364-25-0448 [31]
https://beta.jobs.nhs.uk/candidate/jobadvert/C9298-COO-0077A [32]
https://beta.jobs.nhs.uk/candidate/jobadvert/A3961-25-0002 [33]
https://beta.jobs.nhs.uk/candidate/jobadvert/C9184-25-0692 [34]
https://beta.jobs.nhs.uk/candidate/jobadvert/E9847-25-0129 [35]
https://beta.jobs.nhs.uk/candidate/jobadvert/C9320-25-0562 [36]
https://beta.jobs.nhs.uk/candidate/jobadvert/R0046-PM-ILFRACOMBE [37]
https://beta.jobs.nhs.uk/candidate/jobadvert/E0365-25-0291 [38]
https://beta.jobs.nhs.uk/candidate/jobadvert/A2934-25-0003 [39]
https://beta.jobs.nhs.uk/candidate/jobadvert/L0034-25-1142 [40]
https://beta.jobs.nhs.uk/candidate/jobadvert/E0351-req14282 [41]
https://beta.jobs.nhs.uk/candidate/jobadvert/A0579-25-0003 [42]
https://beta.jobs.nhs.uk/candidate/jobadvert/L0034-25-1287 [43]
https://beta.jobs.nhs.uk/candidate/jobadvert/A0227-25-0001 [44]
https://beta.jobs.nhs.uk/candidate/jobadvert/L0034-25-1489 [45]
https://beta.jobs.nhs.uk/candidate/jobadvert/A0350-25-0009 [46]
https://beta.jobs.nhs.uk/candidate/jobadvert/B0328-25-0005 [47]
https://beta.jobs.nhs.uk/candidate/jobadvert/H9130-25-0324 [48]
https://beta.jobs.nhs.uk/candidate/jobadvert/A4791-25-0005 [49]
https://beta.jobs.nhs.uk/candidate/jobadvert/L0087-25-0241 [50]
https://beta.jobs.nhs.uk/candidate/jobadvert/M0038-25-0656 [51]
https://beta.jobs.nhs.uk/candidate/jobadvert/C9279-25-0729 [52]
https://beta.jobs.nhs.uk/candidate/jobadvert/E0302-25-0571 [53]
https://beta.jobs.nhs.uk/candidate/jobadvert/C9028-25-0126 [54]
https://beta.jobs.nhs.uk/candidate/jobadvert/C9186-25-0485 [55]
https://beta.jobs.nhs.uk/candidate/jobadvert/C9284-25-0272 [56]
https://beta.jobs.nhs.uk/candidate/jobadvert/19877-25-0048 [57]
https://beta.jobs.nhs.uk/candidate/jobadvert/B0343-25-0019 [58]
https://beta.jobs.nhs.uk/candidate/jobadvert/E0279-25-0746 [59]
https://beta.jobs.nhs.uk/candidate/jobadvert/E0233-25-1017 [60]
https://beta.jobs.nhs.uk/candidate/jobadvert/B0333-25-0040 [61]
https://beta.jobs.nhs.uk/candidate/jobadvert/H9130-25-0349 [62]
https://beta.jobs.nhs.uk/candidate/jobadvert/R0046-PM-REDRUTH [63]
https://beta.iobs.nhs.uk/candidate/iobadvert/L0055-25-0000 [64]
https://beta.jobs.nhs.uk/candidate/jobadvert/A3127-25-0003 [65]
https://beta.jobs.nhs.uk/candidate/jobadvert/A1915-25-0002 [66] http://www.amspar.co.uk [67]
http://www.bsmsa.org.uk [68] http://www.instam.org [69] http://www.ihm.org.uk [70] http://www.i-l-m.com
[71] http://www.leadershipacademy.nhs.uk/ [72] https://www.healthcareers.nhs.uk/explore-roles/wider-
healthcare-team/roles-wider-healthcare-team/administration/medical-secretarypersonal-assistant [73]
https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/practice-manager [74]
https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/project-manager [75]
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service/emergency-care-assistant
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