

Compare roles in health

Not sure where to start with the hundreds of NHS careers? Use our compare roles section to get bite-size information on the entry requirements and training, pay and conditions, prospects and skills needed of up to three roles. If there is something that you think you could do, then get more in-depth information on the role.

Don't forget, you can also save your role comparisons by registering with us.

• **Administrative management** ^[1]

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

Training and qualifications required

You could work your way up from a role or apprenticeship in business administration or enter with relevant experience from outside of the NHS. Relevant training is offered by organisations including AMSPAR, the British Society of Medical Secretaries and Medical Administrators, the Institute of Healthcare Management, the Institute of Leadership Management and the Institute of Administrative Management.

Expected working hours and salary range

Most jobs in the NHS are covered by the Agenda for Change (AfC) pay scales. 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 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.

Desirable skills and values

To work in administrative management, you'll typically need good communication skills, leadership skills, high level organisational skills, a high level of accuracy, a willingness to work with others and respect their views, a good level of numeracy and computer literacy, the ability to work to deadlines, honesty and fairness in dealing with other people and a commitment to the ideals of quality and fairness in delivering healthcare.

Prospects

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

Related roles

- Medical secretary/personal assistant [2]
- Practice manager [3]
- Project manager [4]
- Clinical bioinformatics health informatics [5]

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