

Human resources staff

Human resources (HR) make sure that our colleagues both on the frontline and behind the scenes are fully supported and able to do their jobs.

Working life

You'll manage all issues relating to the employment of your NHS colleagues. This could involve:

- the recruitment of staff
- introducing new employment policies
- being an expert in employment law (equality and diversity, right to work, working hours, etc)
- working closely with health unions and professional bodies
- keeping up to date records on colleagues



You also advise and support managers in dealing with, for example

- managing performance – making sure staff are doing their jobs as they should
- disciplinary – dealing with staff who do something wrong
- absence – including holiday leave, sick leave, study leave or compassionate leave

HR staff work at different levels so job titles vary, for example

- human resource assistant or recruitment assistant
- HR officer or HR administrator
- senior HR adviser
- HR manager
- assistant HR director

Where will I work?

HR staff are based in human resource departments at hospitals and in headquarters buildings.

Who will I work with?

You'll work closely with administration staff. You may also work with clinical and non-clinical managers (eg those managing estates and facilities ^[1], finance ^[2] and operational ^[3] areas). You would not usually have contact with patients.

Entry requirements

There are no set entry requirements for HR staff. Entry requirements vary depending on what level you join the NHS.

To enter as an HR trainee, you usually need at least two GCSEs including English and maths, or equivalent. Employers may ask for some customer service or office experience. Apprenticeships ^[4] are often available in admin roles within HR departments.

You could also become a member of NHS HR staff by studying for a qualification in HR and then applying to join an NHS trust. Relevant qualifications include

- Chartered Institute of Personnel and Development ^[5] (CIPD) level-3 Foundation Certificate or Diploma in Human Resources Practice, which you can study part time
- a degree in human resources management

Degree courses are three or four years full time. To get onto a degree course you usually need:

- two or three A levels along with up to five GCSEs (grades A-C ^[6]), including English and maths

or alternative qualifications, including

An expert in employment law (equality and diversity, right to work, working hours, etc)

- BTEC, HND or HNC
- relevant NVQ
- access course
- equivalent Scottish or Irish qualifications

However, each institution sets its own entry requirements, so it's important to check carefully.

Personal characteristics and skills needed

HR staff need to be

- interested in people

- interested in applying the law
- happy to work with people at all levels of an organisation
- willing to deal with strong emotions
- able to stay calm in challenging situations

You'll also need

- very good communication skills at all levels
- good negotiating skills

Training and development

When you start the job, you will be given the training you need including an introduction to the department and its systems and procedures. You will be expected to keep your knowledge and skills up to date. Your employer may offer you the chance to go on short courses on particular topics such as employment law, negotiating or managing absence.

You could take further qualifications such as those offered by the Chartered Institute of Personnel and Development ^[5].

HR staff can become members of Chartered Institute of Personnel and Development ^[5] (CIPD). With experience and qualifications, they can apply for chartered status. As well as training, CIPD offers conferences, online communities and events where members can update their skills and knowledge and network with others in the field.

• Pay and conditions

HR staff working in the NHS are paid on the Agenda for Change (AfC) ^[7] pay system. You will typically start on AfC ^[8] band 2 or 3 in an administrative or support role. With further training and experience, you could apply for more senior positions at bands 4-6. Senior HR managers will earn more.

HR staff in the NHS work standard hours of around 37.5 a week. In some jobs, this could involve early starts, evenings and weekends to meet clinical staff on duty.

Terms and conditions will usually be different for HR staff working outside of the NHS.

• Where the role can lead

With experience, HR staff can become team leaders, supervising the work of others. They can then progress to become managers, responsible for an HR department or directors of HR.

There may also be opportunities to work outside the NHS, including overseas.

• Job market and vacancies

If you're applying for a role either directly in the NHS or in an organisation that provides NHS services, you'll be asked to show how you think the NHS values apply in your everyday work. [Find out more about NHS values.](#) ^[9]

Most NHS trusts advertise their vacancies on [NHS Jobs](#) ^[10]. Some of the current vacancies are below.

Find a vacancy

Enter your location or postcode

Show results within

Search

◦ HUMAN RESOURCES ASSISTANT

Stockton-on-tees, TS18 3NA

Salary:

£28000.00

Type:

Permanent

Employer:

Alliance Psychological Services Limited

[Apply now on NHS Jobs for HUMAN RESOURCES ASSISTANT job \(opens in a new window\)](#) ^[11]

◦ Human Resources & Organisational Development Business Partner

Gloucester, GL3 4AW

Salary:

£55690.00 to £62682.00

Type:

Permanent

Employer:

Gloucestershire Health and Care NHS Foundation Trust

[Apply now on NHS Jobs for Human Resources & Organisational Development Business Partner job \(opens in a new window\)](#) ^[12]

- **Resourcing Administrator**

Gillingham, ME7 5NY

Salary:

£24937.00 to £26598.00

Type:

Fixed-Term

Employer:

Medway NHS Foundation Trust

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

^[13]

- **Resourcing Administrator**

Worthing, BN11 2DH

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

University Hospitals Sussex NHS Foundation Trust (279)

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

^[14]

- **HR Coordinator**

Horley, RH1 1EB

Crawley, RH11 0PR

Salary:

£27550.38 to £34255.43

Type:

Permanent

Employer:

Alliance for Better Care CIC

[Apply now on NHS Jobs for HR Coordinator job \(opens in a new window\)](#) ^[15]

- **HR Manager**

Stockport, SK3 9NX

Salary:

Negotiable

Type:

Permanent

Employer:

Stockport Medical Group

[Apply now on NHS Jobs for HR Manager job \(opens in a new window\)](#) ^[16]

- **HR Advisor**

Holgate, YO26 4GG

Salary:

£36050.00 to £40170.00

Type:

Permanent

Employer:

Nimbuscare Ltd

[Apply now on NHS Jobs for HR Advisor job \(opens in a new window\)](#) ^[17]

- **HR Advisor**

Manchester, M13 9WL

Salary:

£31049.00 to £37796.00

Type:

Permanent

Employer:

Manchester University NHS Foundation Trust

[Apply now on NHS Jobs for HR Advisor job \(opens in a new window\)](#) ^[18]

- **HR Officer**

Grimsby, DN31 1SQ

Salary:

£25498.00 to £27202.00

Type:

Permanent

Employer:

Care Plus Group

[Apply now on NHS Jobs for HR Officer job \(opens in a new window\)](#) ^[19]

- **HR Administrator**

Warwick, CV34 6PX

Salary:

£23875.00

Type:

Permanent

Employer:

The Myton Hospices

[Apply now on NHS Jobs for HR Administrator job \(opens in a new window\)](#) [20]

- **HR Administrator**

Warwick, CV34 6PX

Salary:

£23875.00

Type:

Permanent

Employer:

The Myton Hospices

[Apply now on NHS Jobs for HR Administrator job \(opens in a new window\)](#) [20]

- **HR Officer**

Holloway, N7 8EG

Salary:

£28000.00 to £33500.00

Type:

Permanent

Employer:

Islington GP Federation

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

- **HR Manager**

Plymouth, PL68BT

Salary:

£45942.00 to £52897.00

Type:

Fixed-Term

Employer:

Peninsula Dental Social Enterprise CIC

[Apply now on NHS Jobs for HR Manager job \(opens in a new window\)](#) [22]

- **HR Advisor**

Uxbridge, UB8 1UW

Salary:

£32000.00 to £40000.00

Type:

Permanent

Employer:

The Confederation, Hillingdon CIC

[Apply now on NHS Jobs for HR Advisor job \(opens in a new window\)](#) [23]

- **HR Advisor**

Stockport, SK2 7JE

Salary:

£31049.00 to £37796.00

Type:

Fixed-Term

Employer:

Stockport NHS Foundation Trust

[Apply now on NHS Jobs for HR Advisor job \(opens in a new window\)](#) ^[24]

- **Recruitment Advisor**

Cardiff, CF14 3UZ

Salary:

£25313.00 to £26999.00

Type:

Permanent

Employer:

NHS Wales Shared Services Partnership

[Apply now on NHS Jobs for Recruitment Advisor job \(opens in a new window\)](#) ^[25]

- **Recruitment Officer**

Hazel Grove, Stockport, SK2 7JE

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Stockport NHS Foundation Trust

[Apply now on NHS Jobs for Recruitment Officer job \(opens in a new window\)](#) ^[26]

- **Recruitment Administrator**

Middlesbrough, TS6 0SZ

Salary:

£24465.00

Type:

Permanent

Employer:

Tees Esk and Wear Valleys NHS Foundation Trust

[Apply now on NHS Jobs for Recruitment Administrator job \(opens in a new window\)](#) ^[27]

- **Capacity Resource Planner- 22.5 hours**

Birmingham, B2 4BT

Salary:

£25293.00 to £28552.00

Type:

Permanent

Employer:

British Pregnancy Advisory Service (BPAS)

[Apply now on NHS Jobs for Capacity Resource Planner- 22.5 hours job \(opens in a new window\)](#) ^[28]

- **Resource Scheduling Co-Ordinator - 12mths**

NEWCASTLE UPON TYNE, NE15 8NY

Salary:

£24071.00 to £25674.00

Type:

Fixed-Term

Employer:

North East Ambulance Service NHS Foundation Trust

[Apply now on NHS Jobs for Resource Scheduling Co-Ordinator - 12mths job \(opens in a new window\)](#) ^[29]

- **HR Business Partner**

Milton Keynes, MK8 1EQ

Salary:

£40000.00 to £45000.00

Type:

Permanent

Employer:

OneMedicalGroup

[Apply now on NHS Jobs for HR Business Partner job \(opens in a new window\)](#) ^[30]

- **Teaching Assistant - SENSS Ormerod Resource Base**

Woodstock , OX20 1LP

Salary:

£25992.00 to £28163.00

Type:

Permanent

Employer:

Oxfordshire County Council

[Apply now on NHS Jobs for Teaching Assistant - SENSS Ormerod Resource Base](#)

[job \(opens in a new window\)](#) ^[31]

- **Pharmacy Educational Resource Developer- Innovation & Technologies**

Nantgarw, Cardiff, CF15 7QQ

Salary:

£56514.00 to £63623.00

Type:

Secondment

Employer:

Health Education and Improvement Wales

[Apply now on NHS Jobs for Pharmacy Educational Resource Developer- Innovation & Technologies job \(opens in a new window\)](#) ^[32]

- **HR & Training Administrator - Stevenage**

Stevenage, SG1 2AD

Salary:

Negotiable

Type:

Permanent

Employer:

Mountain Healthcare Ltd

[Apply now on NHS Jobs for HR & Training Administrator - Stevenage job \(opens in a new window\)](#) ^[33]

- **Senior HR Business Partner**

Preston, PR1 8RL

Salary:

£55690.00 to £62682.00

Type:

Secondment

Employer:

NHS Lancashire and South Cumbria Integrated Care Board (125)

[Apply now on NHS Jobs for Senior HR Business Partner job \(opens in a new window\)](#) ^[34]

- **Digital and HR administrator**

Ramsbury, SN8 2QT

Salary:

Negotiable

Type:

Permanent

Employer:

East Kennet Primary Care Network

[Apply now on NHS Jobs for Digital and HR administrator job \(opens in a new window\)](#) ^[35]

- **Medical Staffing HR Manager**

Southhall, UB1 3HW

Salary:

£44485.00 to £52521.00

Type:

Permanent

Employer:

London North West University Healthcare NHS Trust

[Apply now on NHS Jobs for Medical Staffing HR Manager job \(opens in a new window\)](#) ^[36]

- **Strategic HR Business Partner**

London, SW17 0QT

Salary:

£72921.00 to £83362.00

Type:

Permanent

Employer:

St George's University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Strategic HR Business Partner job \(opens in a new window\)](#) ^[37]

- **HR Lead - EPR Programme**

Basingstoke, RG24 9NA

Salary:

£46148.00 to £52809.00

Type:

Secondment

Employer:

Hampshire Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for HR Lead - EPR Programme job \(opens in a new window\)](#) ^[38]

- **Associate HR Business Partner**

All location considered in EEAST region, SG8 6NA

Salary:

£38682.00 to £46580.00

Type:

Fixed-Term

Employer:

East of England Ambulance Service

[Apply now on NHS Jobs for Associate HR Business Partner job \(opens in a new window\)](#) ^[39]

- **Deputy HR Advisory Manager**

Teddington, TW11 8HY

Salary:

£53751.00 to £60651.00

Type:

Permanent

Employer:

Kingston and Richmond NHS Foundation Trust

[Apply now on NHS Jobs for Deputy HR Advisory Manager job \(opens in a new window\)](#) ^[40]

- **HR Business Partner (London)**

London, W1T 6LP

Salary:

£42213.23 to £51078.01

Type:

Permanent

Employer:

MSI Reproductive Choices

[Apply now on NHS Jobs for HR Business Partner \(London\) job \(opens in a new window\)](#) ^[41]

- **Recruitment Event - Clinical Specialists**

London, N15 5HH

Salary:

£46419.00 to £55046.00

Type:

Permanent

Employer:

North London NHS Foundation Trust

[Apply now on NHS Jobs for Recruitment Event - Clinical Specialists job \(opens in a new window\)](#) ^[42]

- **Recruitment Administrator, Medical Workforce**

Coventry, CV2 2DX

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

University Hospitals Coventry and Warwickshire NHS Trust

[Apply now on NHS Jobs for Recruitment Administrator, Medical Workforce job \(opens in a new window\)](#) ^[43]

- **Medical Recruitment Officer (INTERNAL)**

Hereford, HR1 2AZ

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

Wye Valley NHS Trust

[Apply now on NHS Jobs for Medical Recruitment Officer \(INTERNAL\) job \(opens in a new window\)](#) ^[44]

- **Development Advisor - OLM/SS/HR**

Home Based, NE15 8NY

Salary:

£55690.00 to £62682.00

Type:

Permanent

Employer:

NHS Business Services Authority

[Apply now on NHS Jobs for Development Advisor - OLM/SS/HR job \(opens in a new window\)](#) ^[45]

- **Band 6 Senior HR Advisor**

Birmingham, B7 4BN

Salary:

£38682.00 to £46580.00

Type:

Permanent

Employer:

Birmingham Community Healthcare NHS FT

[Apply now on NHS Jobs for Band 6 Senior HR Advisor job \(opens in a new window\)](#) ^[46]

- **Community Podiatrist - £3500 Recruitment Incentive**

Oxford, OX2 6AY

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Oxford Health NHS Trust

[Apply now on NHS Jobs for Community Podiatrist - £3500 Recruitment Incentive job \(opens in a new window\)](#) ^[47]

- **Specialist Speech and Language Therapist-Additional Resource Provision**

Aylesbury, HP21 8AL

Salary:

£38682.00 to £46580.00

Type:

Permanent

Employer:

Buckinghamshire Healthcare NHS Trust

[Apply now on NHS Jobs for Specialist Speech and Language Therapist-Additional Resource Provision job \(opens in a new window\)](#) ^[48]

- **HR, Compliance and Quality Assurance Manager**

Leicester, LE5 0PR

Salary:

Negotiable

Type:

Permanent

Employer:

Humberstone Medical Centre

[Apply now on NHS Jobs for HR, Compliance and Quality Assurance Manager job \(opens in a new window\)](#) ^[49]

- **Radiology Cancer Appointment Clerk - Centralised Recruitment**

BANBURY, OX16 9AL

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Oxford University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Radiology Cancer Appointment Clerk - Centralised Recruitment job \(opens in a new window\)](#) ^[50]

- **Recruitment, Retention and Pastoral Lead Midwife**

Hull, HU3 2JZ

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Hull University Teaching Hospitals NHS Trust

[Apply now on NHS Jobs for Recruitment, Retention and Pastoral Lead Midwife job \(opens in a new window\)](#) ^[51]

- **Consultant Psychiatrist CRHT *Generous Recruitment Package***

Kings Lynn, PE30 5PE

Salary:

£105504.00 to £139882.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

[Apply now on NHS Jobs for Consultant Psychiatrist CRHT *Generous Recruitment Package* job \(opens in a new window\)](#) ^[52]

- **Cord Blood Donor-Recruitment &Collection Assistant**

London, NW9 5BG

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

NHS Blood and Transplant

[Apply now on NHS Jobs for Cord Blood Donor-Recruitment &Collection Assistant job \(opens in a new window\)](#) ^[53]

- **Ward Clerk in Maternity - Centralised Recruitment**

Oxford, OX3 9DU

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Oxford University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Ward Clerk in Maternity - Centralised Recruitment job \(opens in a new window\)](#) ^[54]

- **Band 5 HR Advisor (FTC 9 months)**

Yeovil, BA22 8HR

Salary:

£29970.00 to £36483.00

Type:

Fixed-Term

Employer:

NHS Somerset Integrated Care Board

[Apply now on NHS Jobs for Band 5 HR Advisor \(FTC 9 months\) job \(opens in a new window\)](#) ^[55]

- **Band 2 Health Records Reception- Recruitment WHEEL**

Abergavenny, NP7 7EG

Salary:

£24833.00

Type:

Permanent

Employer:

Aneurin Bevan University Health Board

[Apply now on NHS Jobs for Band 2 Health Records Reception- Recruitment WHEEL job \(opens in a new window\)](#) ^[56]

- **Consultant Forensic Psych (Whitlingham)*Generous Recruitment Package***

Norwich, NR6 5BE

Salary:

£105504.00 to £139882.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

[Apply now on NHS Jobs for Consultant Forensic Psych \(Whitlingham\)*Generous Recruitment Package* job \(opens in a new window\)](#) ^[57]

- **Band 2 Health Records Reception- Recruitment WHEEL**

Hengoed, CF82 7GP

Salary:

£24833.00

Type:

Permanent
Employer:
Aneurin Bevan University Health Board
[Apply now on NHS Jobs for Band 2 Health Records Reception- Recruitment WHEEL job \(opens in a new window\)](#) ^[58]

- **Consultant Old Age Psych(Woodlands)*Generous Recruitment Package***

Ipswich, IP4 5PD

Salary:
£105504.00 to £139882.00

Type:
Permanent

Employer:
Norfolk & Suffolk Foundation NHS Trust
[Apply now on NHS Jobs for Consultant Old Age Psych\(Woodlands\)*Generous Recruitment Package* job \(opens in a new window\)](#) ^[59]

- **Consultant Psych GA Inpatient (Avocet) *Generous Recruitment Package***

Ipswich, IP4 5PD

Salary:
£105504.00 to £139882.00

Type:
Permanent

Employer:
Norfolk & Suffolk Foundation NHS Trust
[Apply now on NHS Jobs for Consultant Psych GA Inpatient \(Avocet\) *Generous Recruitment Package* job \(opens in a new window\)](#) ^[60]

- **Consultant Psych CAMHS Eating Disorders*Generous Recruitment Package***

Ipswich, IP3 8LY

Salary:
£105504.00 to £139882.00

Type:
Permanent

Employer:
Norfolk & Suffolk Foundation NHS Trust
[Apply now on NHS Jobs for Consultant Psych CAMHS Eating Disorders*Generous Recruitment Package* job \(opens in a new window\)](#) ^[61]

- **Healthcare Support Worker Recruitment August 2025(Eastern Services)**

Exeter, EX2 5DW

Salary:

£24465.00 to £26598.00

Type:

Permanent

Employer:

Royal Devon University Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for Healthcare Support Worker Recruitment August 2025\(Eastern Services\) job \(opens in a new window\)](#) ^[62]

- **Consultant in Adult Psych (Northgate) *Generous Recruitment Package***

Bury St Edmunds, IP33 2QZ

Salary:

£105504.00 to £139882.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

[Apply now on NHS Jobs for Consultant in Adult Psych \(Northgate\) *Generous Recruitment Package* job \(opens in a new window\)](#) ^[63]

- **Healthcare Support Worker Recruitment August 2025(Northern Services)**

Barnstaple, EX31 4JB

Salary:

£24465.00 to £26598.00

Type:

Permanent

Employer:

Royal Devon University Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for Healthcare Support Worker Recruitment August 2025\(Northern Services\) job \(opens in a new window\)](#) ^[64]

- **Consultant Psychiatrist CMHT GA Comm*Generous Recruitment Package***

Wymondham, NR18 0WF

Salary:

£105504.00 to £139882.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

[Apply now on NHS Jobs for Consultant Psychiatrist CMHT GA Comm*Generous Recruitment Package* job \(opens in a new window\)](#) ^[65]

- **Head of Strategic Workforce Planning, Systems and Recruitment**

Across Wales, NP44 7HF

Salary:

£65424.00 to £76021.00

Type:

Permanent

Employer:

Welsh Ambulance NHS Trust

[Apply now on NHS Jobs for Head of Strategic Workforce Planning, Systems and Recruitment job \(opens in a new window\)](#) ^[66]

- **Consultant Psych Old Age (IDT Haymills) *Generous Recruitment Package***

Stowmarket, IP14 1RQ

Salary:

£105504.00 to £139882.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

[Apply now on NHS Jobs for Consultant Psych Old Age \(IDT Haymills\) *Generous Recruitment Package* job \(opens in a new window\)](#) ^[67]

- **YOI FelthamA & HMP FelthamB Recruitment Day-Saturday 16th August 2025**

Feltham, TW13 7LX

Salary:

Negotiable

Type:

Permanent

Employer:

Central and North West London NHS Foundation Trust

[Apply now on NHS Jobs for YOI FelthamA & HMP FelthamB Recruitment Day-Saturday 16th August 2025 job \(opens in a new window\)](#) ^[68]

• Further information

- Chartered Institute of Personnel and Development [69]

Other roles that may interest you

- Clerk [70]
- Communications/public relations staff [71]
- Human resources (HR) manager [72]
- Administrative management [73]

Source URL:<https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/corporate-services/human-resources-staff/human-resources-staff>

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