

# 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 <sup>[1]</sup>, finance <sup>[2]</sup> and operational <sup>[3]</sup> 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 <sup>[4]</sup> 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 <sup>[5]</sup> (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 <sup>[6]</sup>), 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 <sup>[5]</sup>.

HR staff can become members of Chartered Institute of Personnel and Development <sup>[5]</sup> (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) <sup>[7]</sup> pay system. You will typically start on AfC <sup>[8]</sup> 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.](#) <sup>[9]</sup>

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

## Find a vacancy

Enter your location or postcode

Show results within

Search

### ○ Human Resources Administrator

London, SE16 6AE

Salary:

Negotiable

Type:

Permanent

Employer:

Nexus Health Group

[Apply now on NHS Jobs for Human Resources Administrator job \(opens in a new window\)](#) <sup>[11]</sup>

### ○ Human Resources Business Partner

Wythenshawe,, M23 9LT

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Manchester University NHS Foundation Trust

[Apply now on NHS Jobs for Human Resources Business Partner job \(opens in a](#)

[new window](#)) <sup>[12]</sup>

- **Resourcing Assistant - Recruitment (XN02)**

Leeds, LS9 7TF

Salary:

£24465.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for Resourcing Assistant - Recruitment \(XN02\) job \(opens in a new window\)](#) <sup>[13]</sup>

- **HR Advisor (Recruitment)**

Great Bramingham Lane, LU3 3NT

Salary:

£28826.00

Type:

Fixed-Term

Employer:

Keech Hospice Care

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

- **HR Services Administrator (Recruitment)**

Exeter, EX2 7HY

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

South Western Ambulance Service NHS Foundation Trust

[Apply now on NHS Jobs for HR Services Administrator \(Recruitment\) job \(opens in a new window\)](#) <sup>[15]</sup>

- **Resourcing Coordinator**

Worthing, BN11 2BW

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

University Hospitals Sussex NHS Foundation Trust (279)  
[Apply now on NHS Jobs for Resourcing Coordinator job \(opens in a new window\)](#)  
[16]

- **Administrator (Resourcing)**

Oxford, OX3 9JA

Salary:

Negotiable

Type:

Permanent

Employer:

Hedena Health Ltd

[Apply now on NHS Jobs for Administrator \(Resourcing\) job \(opens in a new window\)](#) [17]

- **Recruitment Administration Assistant**

Warwick, CV34 5BW

Salary:

£24169.00

Type:

Fixed-Term

Employer:

South Warwickshire University NHS Foundation Trust

[Apply now on NHS Jobs for Recruitment Administration Assistant job \(opens in a new window\)](#) [18]

- **Medical Recruitment Advisor**

Cwmbran, NP44 8YN

Salary:

£26928.00 to £29551.00

Type:

Fixed-Term

Employer:

Aneurin Bevan University Health Board

[Apply now on NHS Jobs for Medical Recruitment Advisor job \(opens in a new window\)](#) [19]

- **HR Administrator**

Whitehaven, CA28 7QE

Salary:

£25036.00 to £25651.00

Type:

Permanent  
Employer:  
North Cumbria Primary Care  
[Apply now on NHS Jobs for HR Administrator job \(opens in a new window\)](#) [20]

- **HR Advisor**

Stockport, SK2 7JE

Salary:  
£29970.00 to £36483.00

Type:  
Fixed-Term

Employer:  
Stockport NHS Foundation Trust

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

- **HR Assistant**

York, YO24 1GL

Salary:  
£24210.00 to £25823.00

Type:  
Permanent

Employer:  
St Leonard's Hospice

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

- **HR Administrator**

North West, BL8 2BS

Salary:  
£28260.00 to £28260.00

Type:  
Permanent

Employer:  
Cygnet Health Care

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

- **HR Advisor**

Manchester, M23 9LT

Salary:  
£29970.00 to £36483.00

Type:  
Permanent

Employer:

Manchester University NHS Foundation Trust  
[Apply now on NHS Jobs for HR Advisor job \(opens in a new window\)](#) <sup>[24]</sup>

- **HR Coordinator**

Runcorn, WA7 4QX

Salary:

£24000.00 to £24000.00

Type:

Permanent

Employer:

HCRG Care Group

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

- **HR Advisor**

Leeds, LS6 3HN

Salary:

£30000.00 to £32500.00

Type:

Permanent

Employer:

Primary Care Physio

[Apply now on NHS Jobs for HR Advisor job \(opens in a new window\)](#) <sup>[26]</sup>

- **Bank Healthcare Assistant - Recruitment Event**

Various sites - please see advert, SY9 5AL

Salary:

£24465.00

Type:

Bank

Employer:

Shropshire Community Health NHS Trust

[Apply now on NHS Jobs for Bank Healthcare Assistant - Recruitment Event job \(opens in a new window\)](#) <sup>[27]</sup>

- **Registered General Nurse - Recruitment Event**

Liverpool, L5 1UW

Salary:

£45760.00 to £45760.00

Type:

Permanent

Employer:

Primary Care 24



[Apply now on NHS Jobs for Registered General Nurse - Recruitment Event job \(opens in a new window\)](#) <sup>[28]</sup>

- **People (HR) Advisor**

Nuneaton, CV10 7QL

Salary:

£29969.00 to £36483.00

Type:

Permanent

Employer:

Mary Ann Evans Hospice

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

- **Senior HR Advisor**

Leicester, LE3 8TB

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Leicestershire Partnership NHS Trust

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

- **Senior HR Generalist**

Hybrid - Home working with travel to site as required, M3 4NA

Salary:

£40000.00

Type:

Permanent

Employer:

Omnes Healthcare Limited

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

- **HR Business Partner**

Leeds, England, United Kingdom, LS1 4AP

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

NHS Resolution

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

- **HR Operations Lead**

Wakefield, WF2 0XQ

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Yorkshire Ambulance Service NHS Trust

[Apply now on NHS Jobs for HR Operations Lead job \(opens in a new window\)](#) <sup>[33]</sup>

- **HR & OD Officer**

Darlington, DL3 7UA

Salary:

£30310.00 to £34795.00

Type:

Permanent

Employer:

Darlington & District Hospice Movement

[Apply now on NHS Jobs for HR & OD Officer job \(opens in a new window\)](#) <sup>[34]</sup>

- **HR Business Partner**

Dartford, DA2 8DA

Salary:

£55877.00 to £62626.00

Type:

Fixed-Term

Employer:

Dartford and Gravesham NHS Trust

[Apply now on NHS Jobs for HR Business Partner job \(opens in a new window\)](#) <sup>[35]</sup>

- **Senior HR Advisor**

Stockport, SK2 7JE

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Stockport NHS Foundation Trust

[Apply now on NHS Jobs for Senior HR Advisor job \(opens in a new window\)](#) <sup>[36]</sup>

- **Band 5/6 Midwives- Recruitment Event**

Birmingham, B9 5SS

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

University Hospitals Birmingham NHS Foundation Trust

[Apply now on NHS Jobs for Band 5/6 Midwives- Recruitment Event job \(opens in a new window\)](#) <sup>[37]</sup>

- **Deputy HR Business Partner**

Hereford, HR1 2AZ

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Wye Valley NHS Trust

[Apply now on NHS Jobs for Deputy HR Business Partner job \(opens in a new window\)](#) <sup>[38]</sup>

- **HR Assistant Student Placement**

Manchester, M13 9WL

Salary:

£24169.00

Type:

Fixed-Term

Employer:

Manchester University NHS Foundation Trust

[Apply now on NHS Jobs for HR Assistant Student Placement job \(opens in a new window\)](#) <sup>[39]</sup>

- **People (HR) Policy Manager**

Nottingham, NG5 1PB

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Nottingham University Hospitals NHS Trusts

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

- **Pharmacy Assistant, Community Resource Teams and Intermediate Care**

Ystrad Mynach, CF82 7EP

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Aneurin Bevan University Health Board

[Apply now on NHS Jobs for Pharmacy Assistant, Community Resource Teams and Intermediate Care job \(opens in a new window\)](#) <sup>[41]</sup>

- **Clinical Support Administration Roles - Centralised Recruitment - B4**

Oxford, OX3 7LE

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Oxford University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Clinical Support Administration Roles - Centralised Recruitment - B4 job \(opens in a new window\)](#) <sup>[42]</sup>

- **RCHT Recruitment Event - Healthcare Assistant & Staff Nurse**

Truro, TR1 3LJ

Salary:

£24625.00 to £36483.00

Type:

Permanent

Employer:

Royal Cornwall Hospitals Trust

[Apply now on NHS Jobs for RCHT Recruitment Event - Healthcare Assistant & Staff Nurse job \(opens in a new window\)](#) <sup>[43]</sup>

- **Facilities Management Assistant Recruitment Event - Bank Only**

Liverpool & Southport, L34 1PJ

Salary:

£24169.00

Type:

Bank

Employer:

Mersey Care NHS Foundation Trust

Apply now on NHS Jobs for Facilities Management Assistant Recruitment Event - Bank Only job (opens in a new window) <sup>[44]</sup>

- **HR Systems and Operations Officer**

Sheffield, SG17 5TQ

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

NHS Bedfordshire, Luton and Milton Keynes Integrated Care Board

Apply now on NHS Jobs for HR Systems and Operations Officer job (opens in a new window) <sup>[45]</sup>

- **Finance, HR and Business Assistant**

Swindon, SN1 2DQ

Swindon, SN5 5AN

Swindon, SN1 2QU

Salary:

£24071.00

Type:

Permanent

Employer:

The Whalebridge Practice

Apply now on NHS Jobs for Finance, HR and Business Assistant job (opens in a new window) <sup>[46]</sup>

- **Senior HR Advisor (Band 6)**

Steeton, BD20 6TD

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Airedale NHS Foundation Trust

Apply now on NHS Jobs for Senior HR Advisor (Band 6) job (opens in a new window) <sup>[47]</sup>

- **HR Services and Payroll Coordinator**

Leeds, LS1 4AP

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

NHS Resolution

[Apply now on NHS Jobs for HR Services and Payroll Coordinator job \(opens in a new window\)](#) <sup>[48]</sup>

- **Patient Experience and HR Lead**

Marlborough, SN8 4BY

Pewsey, SN9 5AQ

Salary:

Negotiable

Type:

Permanent

Employer:

Kennet and Avon Medical Partnership

[Apply now on NHS Jobs for Patient Experience and HR Lead job \(opens in a new window\)](#) <sup>[49]</sup>

- **HR Business Partner (Manx Care)**

Douglas, IM1 1AG

Salary:

£63975.00 to £74525.00

Type:

Permanent

Employer:

Manx Care

[Apply now on NHS Jobs for HR Business Partner \(Manx Care\) job \(opens in a new window\)](#) <sup>[50]</sup>

- **Clinical Support Administration Roles - Centralised Recruitment - B2/3**

Oxford, OX3 9DU

Salary:

£24169.00 to £25674.00

Type:

Permanent

Employer:

Oxford University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Clinical Support Administration Roles - Centralised](#)

[Recruitment - B2/3 job \(opens in a new window\)](#) <sup>[51]</sup>

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

Exeter, EX2 5DW

Salary:

£24169.00 to £25674.00

Type:

Permanent

Employer:

Royal Devon University Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for Healthcare Support Worker Recruitment June 2025 \(Eastern Services\) job \(opens in a new window\)](#) <sup>[52]</sup>

- **Band 8b HR Business Partner - North Mid**

London, N18 1QX

Salary:

£67950.00 to £78028.00

Type:

Fixed-Term

Employer:

Royal Free London NHS Foundation Trust

[Apply now on NHS Jobs for Band 8b HR Business Partner - North Mid job \(opens in a new window\)](#) <sup>[53]</sup>

- **Further information**

- [Chartered Institute of Personnel and Development](#) <sup>[54]</sup>

## Other roles that may interest you

- [Clerk](#) <sup>[55]</sup>
- [Communications/public relations staff](#) <sup>[56]</sup>
- [Human resources \(HR\) manager](#) <sup>[57]</sup>
- [Administrative management](#) <sup>[58]</sup>

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### Links

<sup>[1]</sup> <https://www.healthcareers.nhs.uk/explore-roles/estates-and-facilities-management> <sup>[2]</sup>

<https://www.healthcareers.nhs.uk/explore-roles/finance-manager> <sup>[3]</sup>

<https://www.healthcareers.nhs.uk/explore-roles/operational-management> <sup>[4]</sup>

<https://www.healthcareers.nhs.uk/i-am/secondary-school-or-fe-college/apprenticeships-traineeships-and->

cadet-schemes [5] <http://www.cipd.co.uk/> [6] [https://www.healthcareers.nhs.uk/glossary#Grades\\_A-C](https://www.healthcareers.nhs.uk/glossary#Grades_A-C) [7] <https://www.healthcareers.nhs.uk/about/careers-nhs/nhs-pay-and-benefits/agenda-change-pay-rates> [8] <https://www.healthcareers.nhs.uk/glossary#AfC> [9] <https://www.healthcareers.nhs.uk/about/working-health/nhs-constitution> [10] <http://www.jobs.nhs.uk/> [11] <https://beta.jobs.nhs.uk/candidate/jobadvert/A5226-25-0022> [12] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9349-25-1464> [13] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9298-HMR-0106> [14] <https://beta.jobs.nhs.uk/candidate/jobadvert/B0364-25-0016> [15] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9202-25-0141> [16] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9279-25-0983> [17] <https://beta.jobs.nhs.uk/candidate/jobadvert/A3940-25-0009> [18] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9203-25-0296> [19] <https://beta.jobs.nhs.uk/candidate/jobadvert/H9040-25-0805> [20] <https://beta.jobs.nhs.uk/candidate/jobadvert/B0334-25-0000> [21] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9362-25-0416> [22] <https://beta.jobs.nhs.uk/candidate/jobadvert/B0343-25-0026> [23] <https://beta.jobs.nhs.uk/candidate/jobadvert/E0233-25-1237> [24] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9349-25-1558> [25] <https://beta.jobs.nhs.uk/candidate/jobadvert/E0279-25-0961> [26] <https://beta.jobs.nhs.uk/candidate/jobadvert/E0149-25-0110> [27] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9825-25-0145> [28] <https://beta.jobs.nhs.uk/candidate/jobadvert/B0368-25-0006> [29] <https://beta.jobs.nhs.uk/candidate/jobadvert/B0017-25-0003> [30] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9313-25-0324> [31] <https://beta.jobs.nhs.uk/candidate/jobadvert/A1797-25-004905012025> [32] <https://beta.jobs.nhs.uk/candidate/jobadvert/M9912-25-0031> [33] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9174-25-0101> [34] <https://beta.jobs.nhs.uk/candidate/jobadvert/B0481-25-0005> [35] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9252-25-0164> [36] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9362-25-0417> [37] <https://beta.jobs.nhs.uk/candidate/jobadvert/C0020-25-0930> [38] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9229-25-0327> [39] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9349-25-1527> [40] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9164-25-1130> [41] <https://beta.jobs.nhs.uk/candidate/jobadvert/H9040-25-0800> [42] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9321-25-0670> [43] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9156-25-0266> [44] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9350-25-0736> [45] <https://beta.jobs.nhs.uk/candidate/jobadvert/D9465-25-0020> [46] <https://beta.jobs.nhs.uk/candidate/jobadvert/A5768-25-0008> [47] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9423-25-0261> [48] <https://beta.jobs.nhs.uk/candidate/jobadvert/M9912-25-0028> [49] <https://beta.jobs.nhs.uk/candidate/jobadvert/A0997-25-0008> [50] <https://beta.jobs.nhs.uk/candidate/jobadvert/K0006-25-0090> [51] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9321-25-0671> [52] <https://beta.jobs.nhs.uk/candidate/jobadvert/C0023-25-1048> [53] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9391-25-0996> [54] <http://www.cipd.co.uk/> [55] <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/administration/clerk> [56] <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/corporate-services/communicationspublic-relations-staff> [57] <https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/human-resources-hr-manager> [58] <https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/operational-management/administrative-management>