

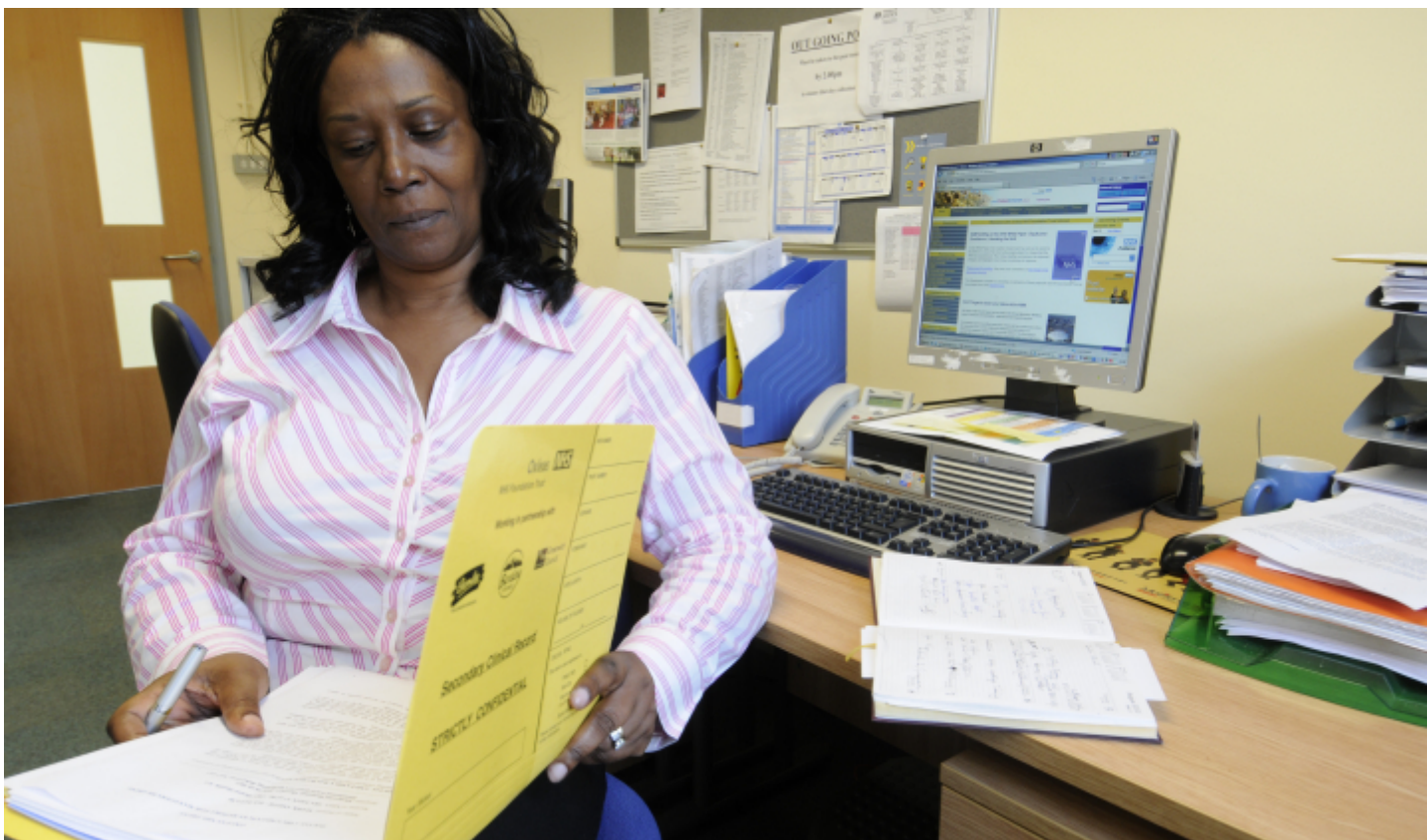
Human resources staff

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.

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Pay and conditions
Expand / collapse

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.

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Where the role can lead
Expand / collapse

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.

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Job market and vacancies
Expand / collapse

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.

- View Vacancy ^[11]

HR Administrator

Newcourt House, Exeter, EX2 7JQ



Salary:

£20,330 - £21,777 per annum pro rata



Type:

Fixed term



Employer:

Royal Devon and Exeter NHS Foundation Trust



[View Vacancy](#)

- View Vacancy ^[12]

HR Adviser -Corporate HR Services

Oxford Road, Cobbett House, Manchester, M13 9WL



Salary:

£25,655 - £31,534 £25,655 - £31,534 per annum (pro



Type:

Secondment



Employer:

Manchester University NHS Foundation Trust



[View Vacancy](#)

- [View Vacancy](#) ^[13]

Senior HR Advisor

Various, BN2 3EW



Salary:

£31365.00 to £37890.00 a year



Type:

Fixed term



Employer:

Sussex Community NHS Foundation Trust

- [View Vacancy](#)

- [View Vacancy](#) ^[14]

Head of HR

Bebington, CH63 4JY



Salary:

£54764.00 to £63862.00 a year



Type:

Permanent



Employer:

Wirral University Teaching Hospital NHS Foundation Trust

- [View Vacancy](#)

- [View Vacancy](#) ^[15]

Apprentice HR Administrator

Birmingham, B20 2DT



Salary:

£4.30 an hour



Type:

Fixed term



Employer:

Central Advertising - Other



HR Advisor

Fareham, PO15 6JF



Salary:

£22549.00 to £25350.00 a year



Type:

Permanent



Employer:

Central Advertising - General Practitioners



**Further
information**

Expand / collapse

- Chartered Institute of Personnel and Development [17]

Other roles that may interest you

- Clerk [18]
- Communications/public relations staff [19]
- Human resources (HR) manager [20]
- Administrative management [21]

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Links

- [1] <https://www.healthcareers.nhs.uk/explore-roles/estates-and-facilities-management>
- [2] <https://www.healthcareers.nhs.uk/explore-roles/finance-manager>
- [3] <https://www.healthcareers.nhs.uk/explore-roles/operational-management>
- [4] <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
- [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://www.jobs.nhs.uk/xi/vacancy/916744035>
- [12] <https://www.jobs.nhs.uk/xi/vacancy/916742440>
- [13] <https://www.jobs.nhs.uk/xi/vacancy/916744532>
- [14] <https://www.jobs.nhs.uk/xi/vacancy/916752609>
- [15] <https://www.jobs.nhs.uk/xi/vacancy/916731656>
- [16] <https://www.jobs.nhs.uk/xi/vacancy/916729139>
- [17] <http://www.cipd.co.uk>
- [18] <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/administration/clerk>
- [19] <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/corporate-services/communicationspublic-relations-staff>
- [20] <https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/human-resources-hr-manager>
- [21] <https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/operational-management/administrative-management>