

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

◦ EPR Recruitment / Human Resources Officer

Norwich, NR1 1QQ

Salary:

£26530.00 to £29114.00

Type:

Fixed-Term

Employer:

Norfolk and Norwich University Hospital

[Apply now on NHS Jobs for EPR Recruitment / Human Resources Officer job \(opens in a new window\)](#) ^[11]

◦ Human Resources Administrator

Bushey, WD23 2NN

Salary:

Negotiable

Type:

Permanent

Employer:

Attenborough Surgery

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

[window\)](#) ^[12]

- **Human Resources Business Partner**

Ashton Under Lyne, OL6 7SR

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Pennine Care NHS FT

[Apply now on NHS Jobs for Human Resources Business Partner job \(opens in a new window\)](#) ^[13]

- **Human Resources Business Partner**

London, NW1 2PG

Salary:

£70387.00 to £80465.00

Type:

Fixed-Term

Employer:

University College London Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Human Resources Business Partner job \(opens in a new window\)](#) ^[14]

- **Human Resources Relations Advisor**

Derby, DE24 8HY

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

DHU Healthcare

[Apply now on NHS Jobs for Human Resources Relations Advisor job \(opens in a new window\)](#) ^[15]

- **Human Resources Business Partner (Medical Staffing Lead)**

Fulbourn Hospital, Cambridge, CB21 5EF

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Cambridgeshire and Peterborough NHS Foundation Trust
[Apply now on NHS Jobs for Human Resources Business Partner \(Medical Staffing Lead\) job \(opens in a new window\)](#) ^[16]

- **Resourcing Advisor**

Bronllys, LD3 0LU

Salary:

£30420.00 to £37030.00

Type:

Permanent

Employer:

Powys Teaching Health Board

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

- **Bank Resourcing Officer**

Guildford, GU2 7XX

Salary:

£27857.00 to £30570.00

Type:

Permanent

Employer:

Royal Surrey NHS Foundation Trust

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

^[18]

- **Recruitment Coordinator**

Chesterfield, S40 3HW

Derby, DE22 3LZ

Salary:

£24071.00 to £25674.00

Type:

Permanent

Employer:

Derbyshire Community Health Services NHSFT

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

^[19]

- **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 \(opens in a new window\)](#) [20]

- **HR Administrator**

Camberley, GU16 7ER

Salary:
Negotiable
Type:
Permanent
Employer:
Surrey Heath Community Providers Ltd
[Apply now on NHS Jobs for HR Administrator job \(opens in a new window\)](#) [21]

- **HR Administrator**

Worksop, S80 1HP

Salary:
Negotiable
Type:
Permanent
Employer:
Newgate Medical Group
[Apply now on NHS Jobs for HR Administrator job \(opens in a new window\)](#) [22]

- **HR Coordinator**

Beaconsfield, HP9 2JH

Salary:
Negotiable
Type:
Permanent
Employer:
InHealth Group
[Apply now on NHS Jobs for HR Coordinator job \(opens in a new window\)](#) [23]

- **HR Manager**

Faversham, ME13 8QR
Faversham, ME13 8FH

Salary:
£37338.00 to £44962.00
Type:
Permanent

Employer:

Faversham Medical Practice

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

- **HR Advisor**

Colchester, CO4 9YQ

Salary:

Negotiable

Type:

Permanent

Employer:

Aria Care

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

- **Recruitment Administration Assistant**

Carlisle, CA6 4SJ

Salary:

£24169.00

Type:

Permanent

Employer:

North Cumbria Integrated Care NHS Foundation Trust

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

- **Private & Events Resource Co-ordinator**

Leeds, LS11 8DB

Salary:

£24071.00 to £25674.00

Type:

Permanent

Employer:

Yorkshire Ambulance Service NHS Trust

[Apply now on NHS Jobs for Private & Events Resource Co-ordinator job \(opens in a new window\)](#) ^[27]

- **Senior HR Advisor**

Corby, NN17 1TY

Salary:

£34000.00 to £36000.00

Type:

Permanent

Employer:

Lakeside Healthcare Group

[Apply now on NHS Jobs for Senior HR Advisor job \(opens in a new window\)](#) ^[28]

- **HR Business Partner**

Exeter, EX2 5SP

Salary:

£53755.00 to £60504.00

Type:

Secondment

Employer:

NHS Devon Integrated Care Board

[Apply now on NHS Jobs for HR Business Partner job \(opens in a new window\)](#) ^[29]

- **Operations/HR Manager**

Stanton, IP31 2XA

Salary:

£43000.00

Type:

Permanent

Employer:

Primary Care Careers

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

^[30]

- **HR Business Partner**

Exeter, EX2 5SP

Salary:

£53755.00 to £60504.00

Type:

Secondment

Employer:

NHS Devon Integrated Care Board

[Apply now on NHS Jobs for HR Business Partner job \(opens in a new window\)](#) ^[29]

- **Senior HR Advisor**

Worthing, BN11 1HS

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Sussex Partnership NHS Foundation Trust
[Apply now on NHS Jobs for Senior HR Advisor job \(opens in a new window\)](#) ^[31]

- **Bank - HR / Payroll Administrator**

Portsmouth, PO3 6DW

Salary:

£14.50

Type:

Bank

Employer:

Practice Plus Group

[Apply now on NHS Jobs for Bank - HR / Payroll Administrator job \(opens in a new window\)](#) ^[32]

- **HR Manager (Learning & Development)**

Leeds, LS21 1PY

Salary:

£40000.00 to £50000.00

Type:

Permanent

Employer:

OneMedicalGroup

[Apply now on NHS Jobs for HR Manager \(Learning & Development\) job \(opens in a new window\)](#) ^[33]

- **Medical HR Administrative Assistant**

Doncaster, DN2 5LT

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

Doncaster & Bassetlaw Teaching Hospitals NHS FT

[Apply now on NHS Jobs for Medical HR Administrative Assistant job \(opens in a new window\)](#) ^[34]

- **Centralised Recruitment B5 - Business Support Manager**

Oxford, OX3 9DU

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Oxford University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Centralised Recruitment B5 - Business Support Manager job \(opens in a new window\)](#) ^[35]

- **Recruitment Apprentice - Trust HQ/Home Working**

Birmingham, B13 8QY

Salary:

£12514.00

Type:

Apprenticeship

Employer:

Birmingham and Solihull Mental Health NHS Foundation Trust

[Apply now on NHS Jobs for Recruitment Apprentice - Trust HQ/Home Working job \(opens in a new window\)](#) ^[36]

- **Phlebotomist - Recruitment Event 15th May 2025**

Prescot, L35 5DR

Salary:

£23615.00

Type:

Permanent

Employer:

Mersey and West Lancashire Teaching Hospitals NHS Trust

[Apply now on NHS Jobs for Phlebotomist - Recruitment Event 15th May 2025 job \(opens in a new window\)](#) ^[37]

- **Operational Manager (HR and Appointments)**

Stourbridge, DY8 3SS

Salary:

Negotiable

Type:

Permanent

Employer:

Lion Health

[Apply now on NHS Jobs for Operational Manager \(HR and Appointments\) job \(opens in a new window\)](#) ^[38]

- **Senior HR Manager (Internal Only)**

Victoria Road, Macclesfield, SK10 3BL

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

East Cheshire NHS Trust

[Apply now on NHS Jobs for Senior HR Manager \(Internal Only\) job \(opens in a new window\)](#) ^[39]

- **RECRUITMENT EVENT - North Lincs Community Rehabilitation Service**

Scunthorpe, DN15 8TD

Salary:

£24637.50 to £101677.00

Type:

Permanent

Employer:

Rotherham Doncaster and South Humber NHSFT

[Apply now on NHS Jobs for RECRUITMENT EVENT - North Lincs Community Rehabilitation Service job \(opens in a new window\)](#) ^[40]

- **Outpatients Booking Officer - Centralised Recruitment- B4/5**

Oxford, OX3 9DU

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Oxford University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Outpatients Booking Officer - Centralised Recruitment-B4/5 job \(opens in a new window\)](#) ^[41]

- **Registered Nurse - 0 hr Bank contract**

Altrincham, WA14 4QU

Salary:

£20.66 to £21.96

Type:

Bank

Employer:

Bupa

[Apply now on NHS Jobs for Registered Nurse - 0 hr Bank contract job \(opens in a new window\)](#) ^[42]

- **Registered Nurse - 0 hr Bank contract**

Huddersfield, HD3 3EJ

Salary:

£17.56 to £20.51

Type:

Bank

Employer:

Bupa

[Apply now on NHS Jobs for Registered Nurse - 0 hr Bank contract job \(opens in a new window\)](#) ^[43]

- **Registered Nurse - 0 hr Bank contract**

Malvern, WR14 1AL

Salary:

Negotiable

Type:

Bank

Employer:

Bupa

[Apply now on NHS Jobs for Registered Nurse - 0 hr Bank contract job \(opens in a new window\)](#) ^[44]

- **Clinical Support Administration Roles - Centralised Recruitment - B4/5**

Oxford, OX3 9DU

Salary:

£26530.00 to £36483.00

Type:

Permanent

Employer:

Oxford University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Clinical Support Administration Roles - Centralised Recruitment - B4/5 job \(opens in a new window\)](#) ^[45]

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

Exeter, EX2 5DW

Salary:

£24169.00

Type:

Permanent

Employer:

Royal Devon University Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for Healthcare Support Worker Recruitment May 2025](#)

[\(Eastern Services\) job \(opens in a new window\)](#) ^[46]

- **HR/Finance Administrator (12 Month MAT Cover)**

South West, TA3 7BQ

Salary:

£28260.00 to £28260.00

Type:

Permanent

Employer:

Cygnnet Health Care

[Apply now on NHS Jobs for HR/Finance Administrator \(12 Month MAT Cover\) job \(opens in a new window\)](#) ^[47]

- **HR Manager-South (travel across multiple sites)**

Milton Keynes, MK10 7LN

Salary:

£40000.00 to £50000.00

Type:

Fixed-Term

Employer:

OneMedicalGroup

[Apply now on NHS Jobs for HR Manager-South \(travel across multiple sites\) job \(opens in a new window\)](#) ^[48]

- **Further information**

- [Chartered Institute of Personnel and Development](#) ^[49]

Other roles that may interest you

- [Clerk](#) ^[50]
- [Communications/public relations staff](#) ^[51]
- [Human resources \(HR\) manager](#) ^[52]
- [Administrative management](#) ^[53]

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