

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 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 \(opens in a new window\)](#) ^[11]

○ Administrator (Resourcing)

Oxford, OX3 9JA

Salary:

Negotiable

Type:

Permanent

Employer:

Hedena Health Ltd

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

window) [12]

- **Resourcing Coordinator**

Chelsea, SW10 0XD

Salary:

£31944.00 to £34937.00

Type:

Permanent

Employer:

Chelsea and Westminster Hospital NHS Foundation Trust

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

[13]

- **Resourcing Partner**

Worthing, BN11 2AY

Salary:

£46148.00 to £52809.00

Type:

Fixed-Term

Employer:

University Hospitals Sussex NHS Foundation Trust (279)

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

- **Resourcing Lead**

Southall, UB2 4SD

Salary:

£42939.00 to £50697.00

Type:

Permanent

Employer:

West London NHS Trust

[Apply now on NHS Jobs for Resourcing Lead job \(opens in a new window\)](#) [15]

- **Recruitment Officer**

Coventry, CV6 6NY

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Coventry and Warwickshire Partnership Trust

[Apply now on NHS Jobs for Recruitment Officer job \(opens in a new window\)](#) [16]

- **Recruitment Officer**

Camberwell, SE5 8AD

Salary:

£31944.00 to £34937.00

Type:

Permanent

Employer:

King's College Hospital NHS Foundation Trust

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

- **Recruitment Advisor**

Cardiff, CF14 3UZ

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

NHS Wales Shared Services Partnership

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

- **Recruitment Advisor**

Cardiff, CF14 3UZ

Salary:

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Type:

Permanent

Employer:

NHS Wales Shared Services Partnership

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

- **HR Advisor**

Leeds, LS21 1PY

Salary:

£26000.00 to £32000.00

Type:

Fixed-Term

Employer:

OneMedicalGroup

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

- **HR Advisor**

Milton Keynes, MK15 9AB

Salary:

£31518.00 to £34790.00

Type:

Permanent

Employer:

Willen Hospice

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

- **HR Manager**

Witney, OX29 4QB

Salary:

£20.51 to £23.07

Type:

Permanent

Employer:

Eynsham Medical Group

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

- **HR Advisor**

York, YO31 8TA

Salary:

£36000.00 to £38000.00

Type:

Fixed-Term

Employer:

Schoen Clinic

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

- **HR Manager**

Leeds or North East, LS11 5DZ

Salary:

£45000.00 to £50000.00

Type:

Permanent

Employer:

Akari Care Limited

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

- **HR Advisor**

Stevenage , SG1 2AD

Salary:

£41816.00

Type:

Permanent

Employer:

Mountain Healthcare Ltd

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

- **Recruitment Officer**

Coventry, CV6 6NY

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

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Type:

Permanent

Employer:

King's College Hospital NHS Foundation Trust

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

- **HR Advisor**

Castle Cary, BA7 7EE
Glastonbury, BA6 9DD

Salary:

£14.50

Type:

Permanent

Employer:

100Fold CIC

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

- **Recruitment Advisor**

Cardiff, CF14 3UZ

Salary:

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- **Senior HR Advisor**

Colchester, CO4 9YQ

Salary:

£45000.00 to £55000.00

Type:

Permanent

Employer:

Aria Care

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

- **Operational HR Manager**

Leeds , LS13 2BL
Plymouth, PL5 1PL
Barnstaple, EX32 8HY
Ottery St. Mary, EX11 1EQ

Salary:
£45000.00 to £55000.00

Type:
Permanent

Employer:
Fuller and Forbes Partnership

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

[28]

- **Senior HR Advisor**

Corby, NN17 1TR

Salary:
£36000.00

Type:
Permanent

Employer:
Lakeside Healthcare Group

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

- **Library & Information Resources Manager**

Bradford, BD9 6DP

Salary:
£46148.00 to £52809.00

Type:
Permanent

Employer:
Bradford District Care NHS Foundation Trust

[Apply now on NHS Jobs for Library & Information Resources Manager job \(opens in a new window\)](#) [30]

- **Resource Scheduling Senior Coordinator**

Newcastle, NE15 8NY

Salary:
£26530.00 to £29114.00

Type:
Permanent

Employer:

North East Ambulance Service NHS Foundation Trust

[Apply now on NHS Jobs for Resource Scheduling Senior Coordinator job \(opens in a new window\)](#) ^[31]

- **Apprentice Resourcing Assistant – Temporary Staffing**

Redhill, RH1 5RH

Salary:

£24625.00 to £25674.00

Type:

Apprenticeship

Employer:

Surrey and Sussex Healthcare NHS Trust

[Apply now on NHS Jobs for Apprentice Resourcing Assistant – Temporary Staffing job \(opens in a new window\)](#) ^[32]

- **Senior Administration and Resource Officer**

Cardiff / Wrexham / Swansea, CF10 4BZ

Salary:

£26928.00 to £29551.00

Type:

Permanent

Employer:

Public Health Wales

[Apply now on NHS Jobs for Senior Administration and Resource Officer job \(opens in a new window\)](#) ^[33]

- **HR & Patient Experience Manager**

Beaconsfield, HP9 1TX

High Wycombe, HP10 8LQ

Salary:

£35000.00 to £40000.00

Type:

Permanent

Employer:

The Simpson Centre

[Apply now on NHS Jobs for HR & Patient Experience Manager job \(opens in a new window\)](#) ^[34]

- **Assistant HR Business Partner**

Wythenshawe, M23 9LT

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Manchester University NHS Foundation Trust

[Apply now on NHS Jobs for Assistant HR Business Partner job \(opens in a new window\)](#) ^[35]

- **Senior Administration and Resource Officer**

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Type:

Permanent

Employer:

The Simpson Centre

[Apply now on NHS Jobs for HR & Patient Experience Manager job \(opens in a new window\)](#) ^[34]

- **Assistant HR Business Partner**

Wythenshawe, M23 9LT

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Manchester University NHS Foundation Trust

[Apply now on NHS Jobs for Assistant HR Business Partner job \(opens in a new window\)](#) ^[35]

- **HR Legal Services Manager**

Filton, Bristol, BS34 7QH
Speke, Liverpool, L24 8RB
Newcastle Upon Tyne, NE2 4NQ
Birmingham, B15 2SG
London, SW17 0RB
London, NW9 5BG
Manchester, M13 9LL
Dodworth, Barnsley, S75 3FG

Salary:

£64455.00 to £74896.00

Type:

Permanent

Employer:

NHS Blood and Transplant

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

- **Senior HR/OD Consultant**

Wakefield, WF1 3SP

Salary:

£88168.00 to £101677.00

Type:

Fixed-Term

Employer:

South West Yorkshire Partnership NHS Trust

[Apply now on NHS Jobs for Senior HR/OD Consultant job \(opens in a new window\)](#) ^[37]

- **Senior HR Business Partner**

Newcastle Upon Tyne, NE15 8NY

Salary:

£64455.00 to £74896.00

Type:

Fixed-Term

Employer:

NHS Business Services Authority

[Apply now on NHS Jobs for Senior HR Business Partner job \(opens in a new window\)](#) ^[38]

- **EPR HR Business Partner**

Norwich, NR1 2UA

Salary:

£53755.00 to £60504.00

Type:

Fixed-Term

Employer:

Norfolk and Norwich University Hospital

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

- **Bank Senior Nurse - Recruitment Event**

Northamptonshire, NN16 8TD

Salary:

£37338.00 to £44962.00

Type:

Bank

Employer:

Northamptonshire Healthcare Foundation Trust

[Apply now on NHS Jobs for Bank Senior Nurse - Recruitment Event job \(opens in a new window\)](#) ^[40]

- **HR / OD Lead - NIHR (XN08)**

Leeds, LS1 2TW

Salary:

£55690.00 to £62682.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for HR / OD Lead - NIHR \(XN08\) job \(opens in a new window\)](#) ^[41]

- **B5 Social Worker with Recruitment Incentive**

Bishops Stortford, CM23 3LA

Salary:

£31469.00 to £38308.00

Type:

Permanent

Employer:

Hertfordshire Partnership University NHS Foundation Trust

[Apply now on NHS Jobs for B5 Social Worker with Recruitment Incentive job \(opens in a new window\)](#) ^[42]

- **Bank Community Staff Nurse - Recruitment Event**

Northamptonshire, NN1 3EB

Salary:

£29970.00 to £36483.00

Type:

Bank

Employer:

Northamptonshire Healthcare Foundation Trust

[Apply now on NHS Jobs for Bank Community Staff Nurse - Recruitment Event job \(opens in a new window\)](#) ^[43]

- **HR Advisor (FTC, ending 29th Aug 2025)**

Birmingham, B24 9FD

Salary:

£37230.00

Type:

Fixed-Term

Employer:

Prometheus Safe and Secure

[Apply now on NHS Jobs for HR Advisor \(FTC, ending 29th Aug 2025\) job \(opens in a new window\)](#) ^[44]

- **Social Worker – Fostering Recruitment and Assessment Team**

Huntingdon, PE28 4YE

Salary:

£39548.00 to £42248.00

Type:

Permanent

Employer:

Cambridgeshire County Council

[Apply now on NHS Jobs for Social Worker – Fostering Recruitment and Assessment Team job \(opens in a new window\)](#) ^[45]

- **ODP/Anaesthetic Nurse (Theatre Practitioner) - Recruitment Event**

Nottingham, NG5 1PB

Salary:

£28407.00 to £34581.00

Type:

Permanent

Employer:

Nottingham University Hospitals NHS Trusts

[Apply now on NHS Jobs for ODP/Anaesthetic Nurse \(Theatre Practitioner\) - Recruitment Event job \(opens in a new window\)](#) ^[46]

- **Consultant Psych Older Peoples Community*Generous Recruitment Package***

Kings Lynn, PE30 5PE

Salary:

£105504.00 to £139882.00

Type:

Fixed-Term

Employer:

Norfolk & Suffolk Foundation NHS Trust

[Apply now on NHS Jobs for Consultant Psych Older Peoples](#)

[Community*Generous Recruitment Package* job \(opens in a new window\)](#) ^[47]

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

Exeter, EX2 5DW

Salary:

£24465.00

Type:

Permanent

Employer:

Royal Devon University Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for Healthcare Support Worker Recruitment July 2025 \(Eastern Services\) 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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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://beta.jobs.nhs.uk/candidate/jobadvert/C9349-25-2018> [12] <https://beta.jobs.nhs.uk/candidate/jobadvert/A3940-25-0012> [13] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9289-CR-26> [14] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9279-25-1227> [15] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9222-25-0530> [16] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9444-25-0338> [17] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9213-25-0716> [18] <https://beta.jobs.nhs.uk/candidate/jobadvert/M9043-25-0153> [19] <https://beta.jobs.nhs.uk/candidate/jobadvert/M9043-25-0154> [20] <https://beta.jobs.nhs.uk/candidate/jobadvert/E0135-25-0077> [21] <https://beta.jobs.nhs.uk/candidate/jobadvert/B0365-25-0028> [22] <https://beta.jobs.nhs.uk/candidate/jobadvert/A1894-25-0001> [23] <https://beta.jobs.nhs.uk/candidate/jobadvert/E0231-25-0011> [24] <https://beta.jobs.nhs.uk/candidate/jobadvert/W0033-25-0518> [25] <https://beta.jobs.nhs.uk/candidate/jobadvert/E0166-25-0208> [26] <https://beta.jobs.nhs.uk/candidate/jobadvert/M0037-25-0021> [27] <https://beta.jobs.nhs.uk/candidate/jobadvert/L0121-25-0966> [28] <https://beta.jobs.nhs.uk/candidate/jobadvert/A2381-25-0119-FF> [29] <https://beta.jobs.nhs.uk/candidate/jobadvert/A3007-25-0099> [30] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9453-25-0259> [31] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9340-25-0009> [32] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9326-25-0387> [33] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9028-25-0205> [34] <https://beta.jobs.nhs.uk/candidate/jobadvert/A3719-25-0003> [35] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9349-25-2064> [36] <https://beta.jobs.nhs.uk/candidate/jobadvert/M0048-25-0384> [37] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9378-QA01362A> [38] <https://beta.jobs.nhs.uk/candidate/jobadvert/G9914-25-0163> [39] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9234-25-0375> [40] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9270-25-0448> [41] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9298-MDI-0149A> [42] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9367-25-0527> [43] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9270-25-0447> [44] <https://beta.jobs.nhs.uk/candidate/jobadvert/E0421-25-0009> [45] <https://beta.jobs.nhs.uk/candidate/jobadvert/F0063-25-0111> [46] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9164-25-1348> [47] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9246-25-0789> [48] <https://beta.jobs.nhs.uk/candidate/jobadvert/C0023-25-1246> [49] <http://www.cipd.co.uk/> [50] <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/administration/clerk> [51] <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/corporate-services/communicationspublic-relations-staff> [52] <https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/human-resources-hr-manager> [53] <https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/operational-management/administrative-management>