

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.

Apprenticeships logo

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 Administrator**

London, SE16 6AE

Salary:

Negotiable

Type:

Permanent

Employer:

Nexus Health Group

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

○ **Associate Human Resources Partner**

Doncaster, DN4 8QN

Salary:

£37338.00 to £44962.00

Type:

Fixed-Term

Employer:

Rotherham Doncaster and South Humber NHSFT

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

[new window](#)) [12]

- **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 \(opens in a new window\)](#) [13]

- **TLCP Operations and Human Resource Administrator**

London, SE13 7SX

London, SE41JN

Salary:

Negotiable

Type:

Permanent

Employer:

The Lewisham Care Partnership

[Apply now on NHS Jobs for TLCP Operations and Human Resource Administrator job \(opens in a new window\)](#) [14]

- **Human Resources Business Partner in Specialised Services**

Bristol, BS2 8HW

Salary:

£62215.00 to £72293.00

Type:

Permanent

Employer:

University Hospitals Bristol and Weston NHS Foundation Trust (UHBW)

[Apply now on NHS Jobs for Human Resources Business Partner in Specialised Services job \(opens in a new window\)](#) [15]

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

[16]

- **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 Resourcing Officer job \(opens in a new window\)](#) [17]

- **Administrator (Resourcing)**

Oxford, OX3 9JA

Salary:

Negotiable

Type:

Permanent

Employer:

Hedena Health Ltd

[Apply now on NHS Jobs for Administrator \(Resourcing\) job \(opens in a new window\)](#) [18]

- **Recruitment Assistant**

Oxford, OX3 9RD

Salary:

£26530.00 to £29114.00

Type:

Fixed-Term

Employer:

Oxford University Hospitals NHS Foundation Trust

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

- **Recruitment Administrator**

Wirral, CH63 4JY

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

Wirral University Teaching Hospitals NHS Trust

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

- **Administration and Resource Officer**

Cardiff, CF10 4BZ

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Public Health Wales

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

- **Senior Recruitment Assistant**

Willerby, East Riding of Yorkshire, HU10 6ED

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Humber Teaching NHS Foundation Trust

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

- **Recruitment Compliance Officer**

Oxford, OX4 4XN

Salary:

£26530.00 to £29114.00

Type:

Fixed-Term

Employer:

Oxford Health NHS Trust

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

- **HR Assistant**

York, YO26 4GG

Salary:

£26522.00

Type:

Permanent

Employer:

Nimbuscare Ltd

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

○ **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 \(opens in a new window\)](#) ^[25]

○ **HR Assistant**

Sutton, SM1 4DP

Salary:

£30000.00 to £32000.00

Type:

Fixed-Term

Employer:

Sutton Primary Care Networks

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

○ **HR Advisor**

Oxford, OX4 4XN

Salary:

£29970.00 to £36483.00

Type:

Fixed-Term

Employer:

Oxford Health NHS Trust

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

○ **HR Advisor**

Colchester, CO4 9YQ

Salary:

Negotiable

Type:

Permanent

Employer:

Aria Care

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

- **HR Coordinator**

Sheffield, S7 1NF

Salary:

£25940.62 to £31338.20

Type:

Permanent

Employer:

Primary Care Sheffield

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

- **People Services Recruitment Administrator**

Dorchester, DT1 3SD

Salary:

£15521.00

Type:

Fixed-Term

Employer:

Weldmar Hospicecare

[Apply now on NHS Jobs for People Services Recruitment Administrator job \(opens in a new window\)](#) [30]

- **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 \(opens in a new window\)](#) [31]

- **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 \(opens in a new window\)](#) ^[32]

- **HR Business Partner**

Dartford, DA2 7WG

Salary:

£59490.00 to £66239.00

Type:

Permanent

Employer:

Oxleas NHS Foundation Trust

[Apply now on NHS Jobs for HR Business Partner job \(opens in a new window\)](#) ^[33]

- **Finance & HR Officer**

Leeds, LS7 4HZ

Salary:

£14.39

Type:

Permanent

Employer:

St Martins Practice

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

- **HR Hub Administrator**

Liverpool, L24 8RF

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

North West Ambulance Service NHS Trust

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

- **HR Business Partner**

Hatfield, AL10 8YE

Salary:

£55877.00 to £62626.00

Type:

Permanent

Employer:

Hertfordshire Partnership University NHS Foundation Trust

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

- **Senior HR Advisor**

Littlemore, Oxford, OX4 4XN

Salary:

£37338.00 to £44962.00

Type:

Fixed-Term

Employer:

Oxford Health NHS Trust

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

- **HR Helpdesk Administrator**

Exeter, EX2 7JQ

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Royal Devon University Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for HR Helpdesk Administrator job \(opens in a new window\)](#) [38]

- **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 \(opens in a new window\)](#) [39]

- **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 \(opens in a new window\)](#) [40]

- **Recruitment Specialist - South East Region**

South East Region, CM14 4NA

Salary:

£32000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

[Apply now on NHS Jobs for Recruitment Specialist - South East Region job \(opens in a new window\)](#) ^[41]

- **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 \(opens in a new window\)](#) ^[42]

- **Head of HR & People**

London, NW1 3AX

Salary:

£82462.00 to £93773.00

Type:

Permanent

Employer:

Central and North West London NHS Foundation Trust

[Apply now on NHS Jobs for Head of HR & People job \(opens in a new window\)](#) ^[43]

- **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](#) [44]

- **Medical Staffing HR Officer**

Barnsley, S70 3RD

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

South West Yorkshire Partnership NHS Trust

[Apply now on NHS Jobs for Medical Staffing HR Officer job \(opens in a new window\)](#) [45]

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

Chertsey, KT16 0PZ

Salary:

£55877.00 to £62626.00

Type:

Permanent

Employer:

Ashford & St. Peter's Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Lead Midwife - Education, Recruitment and Retention job \(opens in a new window\)](#) [46]

- **Centralised Recruitment -Deputy Sister / Charge Nurse**

Banbury, OX16 9AL

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Oxford University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Centralised Recruitment -Deputy Sister / Charge Nurse job \(opens in a new window\)](#) [47]

- **Clinical Data Manager - Centralised Recruitment - B4**

Headington, Oxford, OX3 7LE

Salary:

£26530.00 to £29114.00

Type:

Fixed-Term

Employer:

Oxford University Hospitals NHS Foundation Trust
[Apply now on NHS Jobs for Clinical Data Manager - Centralised Recruitment - B4 job \(opens in a new window\)](#) ^[48]

○ **Interim HR Manager (Operational Focus)**

Carnforth, LA6 2HQ

Salary:

£250.00 to £300.00

Type:

Locum

Employer:

Morecambe Bay Primary Care Collaborative

[Apply now on NHS Jobs for Interim HR Manager \(Operational Focus\) job \(opens in a new window\)](#) ^[49]

○ **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 \(opens in a new window\)](#) ^[50]

○ **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 \(opens in a new window\)](#) ^[51]

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

Huntingdon, PE29 3AD

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 \(opens in a new window\)](#) ^[52]

- **Deputy Category Manager - HR & Professional Services**

London, SW17 0QT

Salary:

£54320.00 to £60981.00

Type:

Permanent

Employer:

St George's University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Deputy Category Manager - HR & Professional Services job \(opens in a new window\)](#) ^[53]

- **Band 5 EPR Recruitment and Workforce Project Officer**

Romford, RM7 0AG

Salary:

£34521.00 to £41956.00

Type:

Fixed-Term

Employer:

Barking, Havering and Redbridge University Hospitals NHS Trust

[Apply now on NHS Jobs for Band 5 EPR Recruitment and Workforce Project Officer job \(opens in a new window\)](#) ^[54]

- **Recruitment Day for Registered Adult Nurses & Student Nurses**

Chichester, PO19 6SE

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

University Hospitals Sussex NHS Foundation Trust (279)

[Apply now on NHS Jobs for Recruitment Day for Registered Adult Nurses & Student Nurses job \(opens in a new window\)](#) ^[55]

- **Further information**

- [Chartered Institute of Personnel and Development](#) ^[56]

Other roles that may interest you

- [Clerk](#) ^[57]
- [Communications/public relations staff](#) ^[58]
- [Human resources \(HR\) manager](#) ^[59]
- [Administrative management](#) ^[60]

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