

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

◦ **Director of Human Resources**

SCARBOROUGH, YO12 5RE

Salary:

Negotiable

Type:

Permanent

Employer:

Saint Catherine's Hospice

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

◦ **Band 8b - Head of Occupational Health, Human Resources**

Watford, WD18 0HB

Salary:

£66653.00 to £77094.00

Type:

Permanent

Employer:

West Hertfordshire Teaching Hospitals NHS Trust

[Apply now on NHS Jobs for Band 8b - Head of Occupational Health, Human](#)

[Resources job \(opens in a new window\)](#) ^[12]

- **Resourcing Administrator**

Gillingham, ME7 5NY

Salary:

£24937.00 to £26598.00

Type:

Fixed-Term

Employer:

Medway NHS Foundation Trust

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

^[13]

- **Medical Resourcing Coordinator**

Redhill, RH1 5RH

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

Surrey and Sussex Healthcare NHS Trust

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

- **HR Administrator**

Huddersfield, HD2 1GQ

Salary:

£13.79

Type:

Permanent

Employer:

Local Care Direct

[Apply now on NHS Jobs for HR Administrator job \(opens in a new window\)](#) ^[15]

- **HR Advisor**

Salford, M5 5AP

Salary:

£38682.00 to £46580.00

Type:

Fixed-Term

Employer:

Northern Care Alliance NHS Foundation Trust

[Apply now on NHS Jobs for HR Advisor job \(opens in a new window\)](#) ^[16]

- **HR Lead**

Ashford, TN24 0HZ

Salary:

Negotiable

Type:

Permanent

Employer:

Ashford Medical Partnership

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

- **HR Administrator**

Warwick, CV34 6PX

Salary:

£23875.00

Type:

Permanent

Employer:

The Myton Hospices

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

- **HR Officer**

Holloway, N7 8EG

Salary:

£28000.00 to £33500.00

Type:

Permanent

Employer:

Islington GP Federation

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

- **HR Administrator**

Worksop, S81 0HH

Salary:

£13.90 to £14.36

Type:

Permanent

Employer:

Larwood Health Partnership

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

- **HR Manager**

Plymouth, PL68BT

Salary:

£45942.00 to £52897.00

Type:

Fixed-Term

Employer:

Peninsula Dental Social Enterprise CIC

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

- **Recruitment Officer**

Southall, UB2 4SD

Salary:

£32199.00 to £34876.00

Type:

Permanent

Employer:

West London NHS Trust

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

- **Recruitment Advisor**

St Asaph, LL17 0JL

Salary:

£25313.00 to £26999.00

Type:

Fixed-Term

Employer:

NHS Wales Shared Services Partnership

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

- **Bank Receptionist - Resources Team**

Gobowen, Oswestry, SY10 7AG

Salary:

£24465.00

Type:

Bank

Employer:

Robert Jones and Agnes Hunt Orthopaedic Hospital NHS Foundation Trust

[Apply now on NHS Jobs for Bank Receptionist - Resources Team job \(opens in a new window\)](#) ^[24]

- **Oral Health Resource Assistant**

Bradford, BD8 8RA

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Bradford District Care NHS Foundation Trust

[Apply now on NHS Jobs for Oral Health Resource Assistant job \(opens in a new window\)](#) ^[25]

- **Oral Health Resource Assistant**

Bradford, BD8 8RA

Salary:

£24937.00 to £26598.00

Type:

Fixed-Term

Employer:

Bradford District Care NHS Foundation Trust

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

- **Resource Scheduling Co-Ordinator**

NEWCASTLE UPON TYNE, NE15 8NY

Salary:

£24071.00 to £25674.00

Type:

Permanent

Employer:

North East Ambulance Service NHS Foundation Trust

[Apply now on NHS Jobs for Resource Scheduling Co-Ordinator job \(opens in a new window\)](#) ^[27]

- **HR Business Partner**

Warwick, CV34 4RL

Salary:

£47810.00 to £54710.00

Type:

Fixed-Term

Employer:

NHS Coventry & Warwickshire Integrated Care Board

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

- **Head of HR**

Newcastle Upon Tyne, NE15 8NY

Salary:

£91342.00 to £105337.00

Type:

Permanent

Employer:

NHS Business Services Authority

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

- **Senior HR Advisor**

Colchester, CO4 9YQ

Salary:

Negotiable

Type:

Permanent

Employer:

Aria Care

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

- **HR/People Officer**

Bangor, LL57 2PW

Salary:

£31516.00 to £38364.00

Type:

Fixed-Term

Employer:

Betsi Cadwaladr University Health Board

[Apply now on NHS Jobs for HR/People Officer job \(opens in a new window\)](#) [31]

- **Recruitment Team Leader**

Scunthorpe, DN15 7BH

Salary:

£31049.00 to £37796.00

Type:

Permanent

Employer:

Northern Lincolnshire and Goole NHS Foundation Trust

[Apply now on NHS Jobs for Recruitment Team Leader job \(opens in a new window\)](#) [32]

- **Recruitment Compliance Officer**

Oxford, OX4 4XN

Salary:

£27485.00 to £30162.00

Type:

Fixed-Term

Employer:

Oxford Health NHS Trust

[Apply now on NHS Jobs for Recruitment Compliance Officer job \(opens in a new window\)](#) ^[33]

- **Resource Scheduling Co-Ordinator - 12mths**

NEWCASTLE UPON TYNE, NE15 8NY

Salary:

£24071.00 to £25674.00

Type:

Fixed-Term

Employer:

North East Ambulance Service NHS Foundation Trust

[Apply now on NHS Jobs for Resource Scheduling Co-Ordinator - 12mths job \(opens in a new window\)](#) ^[34]

- **Head of HR & People**

London, NW1 3AX

Salary:

£85431.00 to £97148.00

Type:

Permanent

Employer:

Central and North West London NHS Foundation Trust

[Apply now on NHS Jobs for Head of HR & People job \(opens in a new window\)](#) ^[35]

- **Strategic HR Business Partner**

East Riding of Yorkshire, HU10 6ED

Salary:

£55690.00 to £62682.00

Type:

Permanent

Employer:

Humber Teaching NHS Foundation Trust

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

[window](#)) ^[36]

- **HR Lead - EPR Programme**

Basingstoke, RG24 9NA

Salary:

£46148.00 to £52809.00

Type:

Secondment

Employer:

Hampshire Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for HR Lead - EPR Programme job \(opens in a new window\)](#) ^[37]

- **HR Business Partner (London)**

London, W1T 6LP

Salary:

£42213.23 to £51078.01

Type:

Permanent

Employer:

MSI Reproductive Choices

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

- **Teaching Assistant - SENSS Ormerod Resource Base**

Woodstock , OX20 1LP

Salary:

£25992.00 to £28163.00

Type:

Permanent

Employer:

Oxfordshire County Council

[Apply now on NHS Jobs for Teaching Assistant - SENSS Ormerod Resource Base job \(opens in a new window\)](#) ^[39]

- **Recruitment Manager *maternity cover***

Crawley, RH10 9BG

Salary:

£55690.00 to £62682.00

Type:

Fixed-Term

Employer:

SECamb

[Apply now on NHS Jobs for Recruitment Manager *maternity cover* job \(opens in a new window\)](#) ^[40]

- **Medical Recruitment Officer (INTERNAL)**

Hereford, HR1 2AZ

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

Wye Valley NHS Trust

[Apply now on NHS Jobs for Medical Recruitment Officer \(INTERNAL\) job \(opens in a new window\)](#) ^[41]

- **HR Advisor - Contract 6 months**

Colchester, CO4 9YQ

Salary:

Negotiable

Type:

Permanent

Employer:

Aria Care

[Apply now on NHS Jobs for HR Advisor - Contract 6 months job \(opens in a new window\)](#) ^[42]

- **Community Podiatrist - £3500 Recruitment Incentive**

Oxford, OX2 6AY

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Oxford Health NHS Trust

[Apply now on NHS Jobs for Community Podiatrist - £3500 Recruitment Incentive job \(opens in a new window\)](#) ^[43]

- **Radiology Booking Clerk - Centralised Recruitment**

Headington, Oxford, OX3 7LD

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Oxford University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Radiology Booking Clerk - Centralised Recruitment job \(opens in a new window\)](#) ^[44]

- **Patient Pathway Administrator - Centralised Recruitment**

Headington, Oxford, OX3 9DU

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

Oxford University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Patient Pathway Administrator - Centralised Recruitment job \(opens in a new window\)](#) ^[45]

- **HR, OD and L&D Manager**

Bootle, L20 8AH

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Midlands and Lancashire Commissioning Support Unit

[Apply now on NHS Jobs for HR, OD and L&D Manager job \(opens in a new window\)](#) ^[46]

- **HR, Compliance and Quality Assurance Manager**

Leicester, LE5 0PR

Salary:

Negotiable

Type:

Permanent

Employer:

Humberstone Medical Centre

[Apply now on NHS Jobs for HR, Compliance and Quality Assurance Manager job \(opens in a new window\)](#) ^[47]

- **Specialist Speech and Language Therapist-Additional Resource Provision**

Aylesbury, HP21 8AL

Salary:

£38682.00 to £46580.00

Type:

Permanent

Employer:

Buckinghamshire Healthcare NHS Trust

[Apply now on NHS Jobs for Specialist Speech and Language Therapist-Additional Resource Provision job \(opens in a new window\)](#) ^[48]

- **Band 3 Team Administrator - Petherton Resource Centre, Bristol**

Bristol, BS14 9BP

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Avon & Wiltshire Mental Health Partnership NHS Trust

[Apply now on NHS Jobs for Band 3 Team Administrator - Petherton Resource Centre, Bristol job \(opens in a new window\)](#) ^[49]

- **Pharmacy Technician Community Resource Teams and Intermediate Care**

Hengoed, CF82 7EP

Salary:

£31516.00 to £38364.00

Type:

Permanent

Employer:

Aneurin Bevan University Health Board

[Apply now on NHS Jobs for Pharmacy Technician Community Resource Teams and Intermediate Care job \(opens in a new window\)](#) ^[50]

- **Band 6 Social Worker + Recruitment Incentive**

Cheshunt, EN8 0DR

Salary:

£40617.00 to £48778.00

Type:

Permanent

Employer:

Hertfordshire Partnership University NHS Foundation Trust

[Apply now on NHS Jobs for Band 6 Social Worker + Recruitment Incentive job \(opens in a new window\)](#) ^[51]

- **Cord Blood Donor-Recruitment &Collection Assistant**

London, NW9 5BG

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

NHS Blood and Transplant

[Apply now on NHS Jobs for Cord Blood Donor-Recruitment &Collection Assistant job \(opens in a new window\)](#) ^[52]

- **Supply Chain Operative (JR) - Centralised Recruitment**

Oxford, OX3 9DU

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Oxford University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Supply Chain Operative \(JR\) - Centralised Recruitment job \(opens in a new window\)](#) ^[53]

- **Patient Pathway Administrators - Centralised Recruitment - B4**

Headington, OX3 7LE

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

Oxford University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Patient Pathway Administrators - Centralised Recruitment - B4 job \(opens in a new window\)](#) ^[54]

- **SEU Triage Ward Clerk - Centralised Recruitment**

Oxford, OX3 9DU

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Oxford University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for SEU Triage Ward Clerk - Centralised Recruitment job \(opens in a new window\)](#) ^[55]

- **Consultant Psychiatrist CRHT *Generous Recruitment Package***

Kings Lynn, PE30 5PE

Salary:

£105504.00 to £139882.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

[Apply now on NHS Jobs for Consultant Psychiatrist CRHT *Generous Recruitment Package* job \(opens in a new window\)](#) ^[56]

- **Band 2 Health Records Reception- Recruitment WHEEL**

Abergavenny, NP7 7EG

Salary:

£24833.00

Type:

Permanent

Employer:

Aneurin Bevan University Health Board

[Apply now on NHS Jobs for Band 2 Health Records Reception- Recruitment WHEEL job \(opens in a new window\)](#) ^[57]

- **Centralised Recruitment - Lung Cancer Screening Service Administrator**

Oxfordshire, OX4 2BH

Salary:

£24937.00 to £26598.00

Type:

Fixed-Term

Employer:

Oxford University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Centralised Recruitment - Lung Cancer Screening Service Administrator job \(opens in a new window\)](#) ^[58]

- **Community Specialist Podiatrist-Cowley-£3500 Recruitment Incentive**

Oxford, OX2 8TA

Salary:

£38682.00 to £46580.00

Type:

Permanent

Employer:

Oxford Health NHS Trust

[Apply now on NHS Jobs for Community Specialist Podiatrist-Cowley-£3500](#)

[Recruitment Incentive job \(opens in a new window\)](#) ^[59]

- **Consultant Forensic Psych (Whitlingham)*Generous Recruitment Package***

Norwich, NR6 5BE

Salary:

£105504.00 to £139882.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

[Apply now on NHS Jobs for Consultant Forensic Psych \(Whitlingham\)*Generous](#)

[Recruitment Package* job \(opens in a new window\)](#) ^[60]

- **Recruitment and Filing Administration Assistant (dual role)**

Carlisle, CA6 4SJ

Salary:

£24465.00

Type:

Permanent

Employer:

North Cumbria Integrated Care NHS Foundation Trust

[Apply now on NHS Jobs for Recruitment and Filing Administration Assistant \(dual role\) job \(opens in a new window\)](#) ^[61]

- **Clinical Support Administration Roles - Centralised Recruitment - B3**

Oxford, OX3 7LE

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Oxford University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Clinical Support Administration Roles - Centralised Recruitment - B3 job \(opens in a new window\)](#) ^[62]

- **Consultant Psych CAMHS Eating Disorders*Generous Recruitment Package***

Ipswich, IP3 8LY

Salary:

£105504.00 to £139882.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

[Apply now on NHS Jobs for Consultant Psych CAMHS Eating Disorders*Generous Recruitment Package* job \(opens in a new window\)](#) ^[63]

- **Consultant Psych GA Inpatient (Avocet) *Generous Recruitment Package***

Ipswich, IP4 5PD

Salary:

£105504.00 to £139882.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

[Apply now on NHS Jobs for Consultant Psych GA Inpatient \(Avocet\) *Generous Recruitment Package* job \(opens in a new window\)](#) ^[64]

- **Consultant Psych Acute Psych (Samphire) *Generous Recruitment Package***

Kings Lynn, PE30 5PD

Salary:

£105504.00 to £139882.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

[Apply now on NHS Jobs for Consultant Psych Acute Psych \(Samphire\) *Generous Recruitment Package* job \(opens in a new window\)](#) ^[65]

- **Consultant Psychiatrist in Old Age *Generous Recruitment Package***

Norwich, NR2 3TD

Salary:

£105504.00 to £139882.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

[Apply now on NHS Jobs for Consultant Psychiatrist in Old Age *Generous Recruitment Package* job \(opens in a new window\)](#) ^[66]

- **Consultant Psych Older People's CMHT *Generous Recruitment Package***

Kings Lynn, PE30 5PE

Salary:

£105504.00 to £139882.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

[Apply now on NHS Jobs for Consultant Psych Older People's CMHT *Generous Recruitment Package* job \(opens in a new window\)](#) ^[67]

- **Consultant Old Age Psych(Woodlands)*Generous Recruitment Package***

Ipswich, IP4 5PD

Salary:

£105504.00 to £139882.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

[Apply now on NHS Jobs for Consultant Old Age Psych\(Woodlands\)*Generous Recruitment Package* job \(opens in a new window\)](#) ^[68]

- **Consultant in Adult Psych (Northgate) *Generous Recruitment Package***

Bury St Edmunds, IP33 2QZ

Salary:

£105504.00 to £139882.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

[Apply now on NHS Jobs for Consultant in Adult Psych \(Northgate\) *Generous Recruitment Package* job \(opens in a new window\)](#) ^[69]

- **Consultant Psychiatrist CMHT GA Comm*Generous Recruitment Package***

Wymondham, NR18 0WF

Salary:

£105504.00 to £139882.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

Apply now on NHS Jobs for Consultant Psychiatrist CMHT GA Comm*Generous Recruitment Package* job (opens in a new window) ^[70]

- **Further information**

- Chartered Institute of Personnel and Development ^[71]

Other roles that may interest you

- Clerk ^[72]
- Communications/public relations staff ^[73]
- Human resources (HR) manager ^[74]
- Administrative management ^[75]

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