



Health Service Manager

Health service managers run National Health Service (NHS) trusts, hospitals, health centres and GP practices. They may organise services themselves, or 'buy in' services from other firms, making sure they get good quality and value for money.

What does the job involve?

- deciding on budgets
- managing administrative and clinical staff
- recruiting staff and organising training
- managing contracts
- setting targets and putting procedures in place to ensure they are met
- deciding what services to offer or what staff to recruit
- making sure Government guidelines are followed
- dealing with communications with other professionals and the public
- analysing statistics and other data and writing reports.

You might specialise in a particular area, or you might move from area to area during your career. The main specialisms include finance, human resources, purchasing and supplies, facilities management, practice management, clinical management and information management.

Routes and choices while at school:

You will need to try to get at least four or more GCSEs at grades 9 to 4 (A* to C), or equivalent qualifications. These should include English and maths. Other relevant subjects include Health and Social Care, IT and graphic design.



Skills You'll need:

- leadership skills
- to be thorough and pay attention to detail
- business management skills
- the ability to use your judgement and make decisions
- administration skills
- excellent verbal communication skills
- the ability to work well with others
- to be flexible and open to change
- to be able to use a computer and the main software packages competently



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How to get into this role:

You can get into this job through:

- a university course
- an apprenticeship
- working towards this role
- applying directly

University

You can become a health service manager by training on the [NHS General Management graduate scheme](#).

Entry is usually with an upper second-class degree or above. Most degree subjects are acceptable though you may need a recommended subject for certain specialist management roles, for example finance.

As part of your training, you will work towards a Postgraduate Diploma in Healthcare Leadership.

Some private healthcare providers also offer graduate general management schemes.

Entry requirements

You'll usually need:

- a degree in any subject for a postgraduate course

Apprenticeship

You could get relevant skills and knowledge for this job by doing a Chartered Manager Level 6 Degree Apprenticeship.

This typically takes 4 years to complete and is a mix of learning in the workplace and off-the-job study at an approved university.

Entry requirements

You'll usually need:

- 4 or 5 GCSEs at grades 9 to 4 (A* to C) and A levels, or equivalent, for a degree apprenticeship

Further information

Career tips

You can [find out more about becoming a health service manager](#) from Health Careers.



Career path and progression

You could complete a higher-level management qualification, like a master's in business administration (MBA) or a diploma in management studies (DMS). This may lead to senior managerial jobs at operational and strategic level.

You could also apply for jobs like director or chief executive of a health service provider. lecturing.

Rates of Pay

Trainees on the NHS Scotland General Management Training Scheme start at £24,057 a year. Health service managers are paid on the NHS Agenda for Change, typically starting at Band 6, £37,831 to £46,100 a year, rising to Band 8c, £79,466 to £85,181 a year with further training and experience. The current pay scales are from April 2023..