

Purchasing and contract management

Making sure that the NHS has the necessary goods and services is vital to the delivery of healthcare. As a purchasing and contract manager, your role will be making sure this is done smoothly allowing our healthcare professionals to focus on our patients.

You'll be working with external suppliers and internal NHS departments to get the best products and services available within the resources available.



Working life

In purchasing and contract management, there are a number of areas you could work in. For example:

Apprenticeships logo

- internal logistics (the movement of stores, receipting and distribution)
- information management
- materials management.

You'll need an understanding of the complete supply chain from understanding an identified need for a service or product, through knowing the provider market, the tendering, selecting and awarding process to asset management.

Roles in purchasing and contract management

Job titles and roles will vary but here are some examples of job roles in purchasing and contract management.

You'll work with staff across your organisation including managers of finance, estates and facilities, clinical areas, as well as external suppliers

- deputy head of procurement
- contract management
- associate director of procurement and supplies

Deputy head of procurement

In this role, you'd be required to:

- manage a large and varied contract portfolio
- visit a number of sites within the local area
- undertake and manage procurements from identifying a requirement to the awarding of the contract using procurement and sourcing principles
- analyse and report on a range of subjects including, products, suppliers and tender evaluation
- organise product trials, analyse product use and supply, investigate savings opportunities and implement and report accordingly.

Contracts manager

In this example, you'd be based within the supplies department of an acute (hospitals) trust. You'd be:

- maximising cost savings and efficiencies in the contracting and procurement process
- developing and managing a range of suppliers
- and improving on service delivery through the use of "best practice".

Associate director of procurement and supplies

Working in an NHS trust of over 5,000 staff your key responsibility would be to re-develop and re-engineer the supply chain business for the trust. You'd be heavily involved in the strategic direction of the trust.

Want to learn more?

- Find out more about the entry requirements, skills and interests required to enter a career in purchasing and contract management ^[1]
- Find out more about the training you'll receive for a career in purchasing and contract management ^[2]

• Pay and conditions

Most jobs in the NHS are covered by the Agenda for Change (AfC) ^[3] pay scales. This pay system covers all staff except doctors, dentists and the most senior managers. In purchasing and contract management, your career in the NHS would typically start at Agenda for Change ^[4] Band 5, with opportunities to progress to positions at Bands 6 and

7, and the most senior roles rising to Band 8c for example.

Staff in the NHS will usually work a standard 37.5 hours per week. They may work a shift pattern.

Terms and conditions of service can vary for employers outside the NHS.

- **Where the role can lead**

With further training and/or experience, you may be able to develop your career further and apply for more senior managerial roles – potentially at director level, with a broader remit.

Progression for those with ability is typically via general management with a large healthcare provider

Relocation for promotion is common.

More diverse routes are now opening up, for example, jointly-funded posts between health and social services.

- **Job market and vacancies**

When you're looking for managerial jobs or apprenticeship vacancies, there are a number of sources you can use but most vacancies in NHS organisations can be found on the [NHS Jobs website](#) [5].

Just some of the current vacancies are below.

Find a vacancy

Enter your location or postcode

Show results within

Search

- **Contracts Manager**

London, BR3 3BX

Salary:

£51883.00 to £58544.00

Type:

Fixed-Term

Employer:

South London and Maudsley NHS Foundation Trust

[Apply now on NHS Jobs for Contracts Manager job \(opens in a new window\)](#) ^[6]

- **NHS Contracts Manager**

Manchester, M26 1gg

Salary:

Negotiable

Type:

Permanent

Employer:

(my)dentist

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

^[7]

- **Senior Contracts Manager**

London, SW9 8RR

Salary:

£70387.00 to £80465.00

Type:

Permanent

Employer:

King's College Hospital NHS Foundation Trust

[Apply now on NHS Jobs for Senior Contracts Manager job \(opens in a new window\)](#) ^[8]

- **Procurement Manager, Band 6**

Gloucester, GL1 2EL

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Gloucestershire Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Procurement Manager, Band 6 job \(opens in a new window\)](#) ^[9]

- **Senior Manager, Strategic Commissioning and Contract Management**

Ipswich, IP1 2BX

Salary:

£70086.00 to £75538.00

Type:

Permanent

Employer:

Suffolk County Council

[Apply now on NHS Jobs for Senior Manager, Strategic Commissioning and Contract Management job \(opens in a new window\)](#) ^[10]

- **Procurement & Materials Management Officer**

Wakefield, WF1 4DG

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

The Mid Yorkshire Teaching NHS Trust

[Apply now on NHS Jobs for Procurement & Materials Management Officer job \(opens in a new window\)](#) ^[11]

- **Medicines Management Pharmacy Technician - Procurement**

Cramlington, NE23 6NZ

Salary:

£31049.00 to £37796.00

Type:

Permanent

Employer:

Northumbria Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for Medicines Management Pharmacy Technician - Procurement job \(opens in a new window\)](#) ^[12]

- **Procurement Strategy, Systems and Performance Manager**

Aylesbury, HP20 1UA

Salary:

£55683.00 to £58540.00

Type:

Permanent

Employer:

Buckinghamshire Council

[Apply now on NHS Jobs for Procurement Strategy, Systems and Performance Manager job \(opens in a new window\)](#) ^[13]

- **Chief Pharmacy Technician – Procurement, Stores and IT manager**

London, SE5 8AZ

Salary:

£54320.00 to £60981.00

Type:

Permanent

Employer:

South London and Maudsley NHS Foundation Trust

[Apply now on NHS Jobs for Chief Pharmacy Technician – Procurement, Stores and IT manager job \(opens in a new window\)](#) ^[14]

- **Band 7 Commercial Procurement Supply Chain Systems and Process Manager**

Ilford, IG3 8YB

Salary:

£51883.00 to £58544.00

Type:

Permanent

Employer:

Barking, Havering and Redbridge University Hospitals NHS Trust

[Apply now on NHS Jobs for Band 7 Commercial Procurement Supply Chain Systems and Process Manager job \(opens in a new window\)](#) ^[15]

- **Ward Manager/Site Manager**

Harrogate, HG2 7SX

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Harrogate and District NHS Foundation Trust

[Apply now on NHS Jobs for Ward Manager/Site Manager job \(opens in a new window\)](#) ^[16]

- **Contracting Accountant**

Darlington, DL3 6HX

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

County Durham & Darlington NHS Foundation Trust

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

[17]

- **Procurement Business Officer**

Cardiff, CF14 4HH

Salary:

£26928.00 to £29551.00

Type:

Permanent

Employer:

NHS Wales Shared Services Partnership

[Apply now on NHS Jobs for Procurement Business Officer job \(opens in a new window\)](#) [18]

- **Pharmacy Procurement Officer**

York, YO31 8HE

Scarborough, YO12 6QL

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

York and Scarborough Teaching Hospitals NHS Foundation Trust

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

- **Senior Procurement Assistant**

Sheffield, S5 7AU

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Sheffield Teaching Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Senior Procurement Assistant job \(opens in a new window\)](#) [20]

- **Quality Manager/Deputy Laboratory Manager - Microbiology Speciality**

Stanley, AA1 1AA

Salary:

£42000.00 to £52000.00

Type:

Fixed-Term

Employer:

Falkland Islands Government

[Apply now on NHS Jobs for Quality Manager/Deputy Laboratory Manager - Microbiology Speciality job \(opens in a new window\)](#) ^[21]

- **PCN Manager - Digital & Transformation Lead & Operational Manager**

Derby, DE1 1PG

Derby, DE23 8RJ

Salary:

Negotiable

Type:

Permanent

Employer:

Wilson Street Surgery

[Apply now on NHS Jobs for PCN Manager - Digital & Transformation Lead & Operational Manager job \(opens in a new window\)](#) ^[22]

- **Practice Manager**

Birmingham, B26 1AT

Salary:

Negotiable

Type:

Permanent

Employer:

Rowlands Road Surgery

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

- **Team Manager**

Huddersfield, HD3 3HR

Salary:

£62000.00 to £65000.00

Type:

Permanent

Employer:

Evolve Psychology Services

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

- **Team Manager**

Carlisle, CA1 1PY

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Cumbria, Northumberland, Tyne and wear (CNTW) NHS Foundation Trust

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

- **Practice Manager**

Cardiff, CF24 2HB

Salary:

£55000.00

Type:

Permanent

Employer:

Four Elms Medical centre

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

- **Project Manager**

Newcastle Upon Tyne, NE15 8NY

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

NHS Business Services Authority

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

- **Finance Manager**

Mitcheldean, GL17 0AU

Salary:

Negotiable

Type:

Permanent

Employer:

Mitcheldean Surgery

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

- **Operations Manager**

Cambridge, CB4 1ER

Salary:

Negotiable

Type:

Permanent

Employer:

Red House Surgery

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

- **Case Manager**

Hull, HU8 9RW

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

City Health Care Partnership CIC

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

- **Administration Manager**

Grimsby, DN31 2BH

Salary:

£27000.00 to £27000.00

Type:

Permanent

Employer:

HCRG Care Group

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

[31]

- **Trial Manager**

London, SE5 9RS

Salary:

£54320.00 to £60981.00

Type:

Fixed-Term

Employer:

King's College Hospital NHS Foundation Trust

[Apply now on NHS Jobs for Trial Manager job \(opens in a new window\)](#) [32]

- **Ward Manager**

Lowestoft, NR33 8AG

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

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

- **Pharmacy Manager**

Redruth, TR15 2AF

Salary:

Negotiable

Type:

Permanent

Employer:

Superdrug

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

- **Deputy Manager**

Littleover, DE23 4BU

Salary:

£16.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **Pharmacy Manager**

Kingston Upon Hull, HU10 7AZ

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

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

- **Practice Manager**

Pudsey, LS28 7DE

Salary:

£55000.00 to £65000.00

Type:

Permanent

Employer:

Clinicare Health Support Services Ltd

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) ^[37]

- **Home Manager**

Kidderminster, DY10 3DJ

Salary:

£90000.00 to £111230.00

Type:

Permanent

Employer:

Aria Care

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

- **Research Manager**

Liversedge, WF15 6LP

Salary:

Negotiable

Type:

Permanent

Employer:

Locala Health and Wellbeing

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

- **Risk Manager**

To be determined, CF23 8HF

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Welsh Ambulance NHS Trust

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

- **Finance Manager**

Oxford, OX4 4XN

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Oxford Health NHS Trust

[Apply now on NHS Jobs for Finance Manager job \(opens in a new window\)](#) [41]

- **Practice Manager**

London, SE22 9EP

Salary:

£35000.00 to £45000.00

Type:

Permanent

Employer:

DMC Healthcare

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) [42]

- **HR Manager**

Coventry, CV1 4JU

Salary:

£41145.00

Type:

Permanent

Employer:

Coventry And Rugby GP Alliance

[Apply now on NHS Jobs for HR Manager job \(opens in a new window\)](#) [43]

- **Practice Manager**

Dudley, DY2 0EF

Salary:

Negotiable

Type:

Permanent

Employer:

Dudley Wood Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) [44]

- **Facility Manager**

Didcot, OX11 0RQ

Salary:

£42758.00 to £48543.00

Type:

Permanent

Employer:

UK Health Security Agency

[Apply now on NHS Jobs for Facility Manager job \(opens in a new window\)](#) [45]

- **Hospitality Manager**

Beckenham, BR3 3FH

Salary:

£35000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

[Apply now on NHS Jobs for Hospitality Manager job \(opens in a new window\)](#) ^[46]

- **Nurse Manager**

Derby, DE23 3TX

Derby, DE24 0RY

Derby, DE24 3DS

Derby, DE24 8QJ

Derby, DE24 8GT

Salary:

Negotiable

Type:

Permanent

Employer:

Aspiro Healthcare

[Apply now on NHS Jobs for Nurse Manager job \(opens in a new window\)](#) ^[47]

- **General Manager**

Epsom, KT185XA

Salary:

£75000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

[Apply now on NHS Jobs for General Manager job \(opens in a new window\)](#) ^[48]

- **Hospitality Manager**

Bagshot, GU19 5HN

Salary:

£18.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **Catering Manager**

Stoke on Trent, ST3 3NZ

Salary:

£28000.00 to £30000.00

Type:

Permanent

Employer:

Douglas Macmillan Hospice

[Apply now on NHS Jobs for Catering Manager job \(opens in a new window\)](#) ^[50]

- **Operations Manager**

Llanfairfechan, LL33 0HH

Salary:

£63150.00 to £73379.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

[Apply now on NHS Jobs for Operations Manager job \(opens in a new window\)](#) ^[51]

- **Team Manager**

Newcastle-Upon-Tyne, NE3 3PF

Salary:

£62000.00 to £65000.00

Type:

Permanent

Employer:

Evolve Psychology Services

[Apply now on NHS Jobs for Team Manager job \(opens in a new window\)](#) ^[52]

- **Practice Manager**

Bolton, BL26NT

Salary:

£45000.00

Type:

Permanent

Employer:

HT Practice

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) ^[53]

- **Therapy Manager**

Crediton, EX17 3NH

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Royal Devon University Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for Therapy Manager job \(opens in a new window\)](#) ^[54]

- **Management Trainee**

Birmingham, B9 4EY

Salary:

£12.21

Type:

Fixed-Term

Employer:

Badger Group

[Apply now on NHS Jobs for Management Trainee job \(opens in a new window\)](#) ^[55]

- **Governance Manager**

Exeter, EX2 5AF

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Devon Partnership NHS Trust

[Apply now on NHS Jobs for Governance Manager job \(opens in a new window\)](#) ^[56]

- **Operational Manager**

haringay, N17 6RA

Salary:

Negotiable

Type:

Permanent

Employer:

North London NHS Foundation Trust

[Apply now on NHS Jobs for Operational Manager job \(opens in a new window\)](#) ^[57]

- **IT Manager**

Cambridge, CB24 6AB

Salary:

£48000.00 to £50000.00

Type:

Permanent

Employer:

East Anglia's Children's Hospices

[Apply now on NHS Jobs for IT Manager job \(opens in a new window\)](#) ^[58]

- **Ward Manager**

Blackburn, BB2 4LX

Salary:

£46148.00 to £52809.00

Type:

Secondment

Employer:

East Lancashire Hospitals NHS Trust

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) ^[59]

- **Ward 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 Ward Manager job \(opens in a new window\)](#) ^[60]

- **Practice Manager**

Northampton, NN3 8DW

Salary:

£35000.00 to £50000.00

Type:

Permanent

Employer:

Weston Favell Primary Care Centre - Favell Plus GP Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) ^[61]

- **Ward Manager**

Bingley, BD16 1TW

Salary:

Negotiable

Type:

Permanent

Employer:

Ramsay Health Care UK Operations Limited

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) [62]

- **Home Manager**

Prestbury, SK10 4AP

Salary:

£40000.00 to £80000.00

Type:

Permanent

Employer:

Barchester Healthcare

[Apply now on NHS Jobs for Home Manager job \(opens in a new window\)](#) [63]

- **Imaging Manager**

Preston, PR2 9SZ

Salary:

Negotiable

Type:

Permanent

Employer:

Ramsay Health Care UK Operations Limited

[Apply now on NHS Jobs for Imaging Manager job \(opens in a new window\)](#) [64]

- **BUSINESS MANAGER**

Bromley, BR1 5EP

Salary:

Negotiable

Type:

Permanent

Employer:

Downham Family Medical Practice

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

[65]

• Further information

For further information about a career in purchasing and contract management, please contact

- [The Chartered Institute of Purchasing and Supply](#) ^[66] (CIPS)
- [CIPS Be a buyer website](#) ^[67]

Other roles that may interest you

- [Estates manager](#) ^[68]
- [Project manager](#) ^[69]
- [Strategic management](#) ^[70]
- [Knowledge and library services](#) ^[71]

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