

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**

Liverpool, L7 8YE

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Liverpool University Hospitals NHS Foundation Trust

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

- **Contracts Manager**

Leeds, LS8 5DR

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Leeds and York Partnership NHS Foundation Trust

[Apply now on NHS Jobs for Contracts Manager job \(opens in a new window\)](#) ^[7]

- **Procurement Manager**

Peterlee, SR8 2RU

Salary:

£51970.00

Type:

Permanent

Employer:

CDD Services (Synchronicity Care Ltd)

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

- **Procurement Manager**

Leicester, LE1 1FZ

Salary:

£49764.00 to £52805.00

Type:

Permanent

Employer:

Leicester City Council

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

- **Research Contracts Manager**

London, W12 0HS

Salary:

£64156.00 to £71148.00

Type:

Permanent

Employer:

Imperial College Healthcare NHS Trust

[Apply now on NHS Jobs for Research Contracts Manager job \(opens in a new window\)](#) ^[10]

- **Programme and Contracts Manager**

Manchester, M1 3BN

Salary:

£53755.00 to £60504.00

Type:

Fixed-Term

Employer:

NICE – The National Institute for Health and Care Excellence

[Apply now on NHS Jobs for Programme and Contracts Manager job \(opens in a new window\)](#) ^[11]

- **Deputy Digital Procurement Manager**

Cwmbran, NP44 3HR

Salary:

£39263.00 to £47280.00

Type:

Fixed-Term

Employer:

Aneurin Bevan University Health Board

[Apply now on NHS Jobs for Deputy Digital Procurement Manager job \(opens in a new window\)](#) ^[12]

- **Senior Procurement Manager Clinical**

Bradford, BD9 6RJ

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Bradford Teaching Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Senior Procurement Manager Clinical job \(opens in a new window\)](#) ^[13]

- **Pharmacy Technician (Deputy Pharmacy Procurement Manager)**

Gillingham, ME7 5NY

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Medway NHS Foundation Trust

[Apply now on NHS Jobs for Pharmacy Technician \(Deputy Pharmacy Procurement Manager\) job \(opens in a new window\)](#) ^[14]

- **Contracts and Procurement Coordinator**

Lowestoft, NR32 1DE

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

East Coast Community Healthcare CIC

[Apply now on NHS Jobs for Contracts and Procurement Coordinator job \(opens in a new window\)](#) ^[15]

- **Assistant Procurement Business Manager**

Carmarthen, SA31 3HB

Salary:

£31516.00 to £38364.00

Type:

Permanent

Employer:

NHS Wales Shared Services Partnership

[Apply now on NHS Jobs for Assistant Procurement Business Manager job \(opens in a new window\)](#) ^[16]

- **Senior Finance and Contracts Manager (NIHR) (XN07)**

Leeds, LS1 2TW

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for Senior Finance and Contracts Manager \(NIHR\) \(XN07\) job \(opens in a new window\)](#) ^[17]

- **Band 8b - Head of Commercial Contract Management**

Welwyn Garden City, AL8 6BP

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 Commercial Contract Management job \(opens in a new window\)](#) ^[18]

- **Band 8a - Project Manager-Pathology Demand Management, Procurement**

Watford, WD18 0HB

Salary:

£57888.00 to £64880.00

Type:

Secondment

Employer:

West Hertfordshire Teaching Hospitals NHS Trust

[Apply now on NHS Jobs for Band 8a - Project Manager-Pathology Demand Management, Procurement job \(opens in a new window\)](#) ^[19]

- **Pharmacy Procurement and Distribution Manager**

Aylesbury, HP218AL

Salary:

£38682.00 to £46580.00

Type:

Permanent

Employer:

Buckinghamshire Healthcare NHS Trust

[Apply now on NHS Jobs for Pharmacy Procurement and Distribution Manager job \(opens in a new window\)](#) ^[20]

- **Contracts and Project Manager - Keynsham**

Keynsham, BS31 1HA

Salary:

£55690.00 to £62682.00

Type:

Fixed-Term

Employer:

Oxford Health NHS Trust

[Apply now on NHS Jobs for Contracts and Project Manager - Keynsham job \(opens in a new window\)](#) ^[21]

- **Band 8a - Continuous Improvement Manager, Procurement**

Welwyn Garden City, AL8 6BP

Salary:

£57888.00 to £64880.00

Type:

Secondment

Employer:

West Hertfordshire Teaching Hospitals NHS Trust

[Apply now on NHS Jobs for Band 8a - Continuous Improvement Manager, Procurement job \(opens in a new window\)](#) ^[22]

- **Procurement and Supply Chain Systems and Data Manager**

Oxford, OX3 9DU

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Oxford University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Procurement and Supply Chain Systems and Data Manager job \(opens in a new window\)](#) ^[23]

- **Procurement Technician**

Warwick, CV34 5BW

Salary:

£34108.00

Type:

Permanent

Employer:

SWFT Clinical Services Ltd

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

- **Operations Manager /Deputy Practice Manager**

Chester le Street, DH3 3SL

Chester Le Street, DH3 3QD

Washington, NE38 9EJ

Salary:

£30000.00 to £34500.00

Type:

Permanent

Employer:

Bridge End Surgery

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

- **Operations Manager (Registered Manager) Childrens Homes**

Chieveley, RG18 9NU

Salary:

£60000.00 to £75000.00

Type:

Permanent

Employer:

Prior's Court Foundation

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

- **Head of Contracting**

Coventry, CV6 6NY

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Coventry and Warwickshire Partnership Trust

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

- **Bank Contract - Receptionist**

Crowborough, TN6 1XP

Salary:

£12.21 to £12.40

Type:

Bank

Employer:

Horder Healthcare

[Apply now on NHS Jobs for Bank Contract - Receptionist job \(opens in a new window\)](#) ^[28]

- **Contract Monitoring Officer**

Luton, LU4 0DZ

Salary:

£26530.00 to £29114.00

Type:

Fixed-Term

Employer:

Bedfordshire Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Contract Monitoring Officer job \(opens in a new window\)](#) ^[29]

- **Home Manager**

Mollington, CH1 6NP

Salary:

£40000.00 to £80000.00

Type:

Permanent

Employer:

Barchester Healthcare

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

- **PCN Manager**

Ongar, CM5 0AL

Salary:

£50000.00

Type:

Permanent

Employer:

Ongar Health Centre

[Apply now on NHS Jobs for PCN Manager job \(opens in a new window\)](#) ^[31]

- **Facilities Manager**

Sheffield, S36 6BR

Salary:

£27105.00

Type:

Permanent

Employer:

Penistone Group Practice

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

- **Theatre Manager**

Leicester, LE5 1HY

Salary:

Negotiable

Type:

Permanent

Employer:

Nuffield Health

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

- **Practice Manager**

Cheltenham, GL52 6HS

Salary:

£40000.00 to £55000.00

Type:

Permanent

Employer:

Sixways

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

- **Pharmacy Manager**

Kingston Upon Hull, HU10 7AZ

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

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

- **Facilities Manager**

Sheffield, S36 6BR

Salary:

£27105.00

Type:

Permanent

Employer:

Penistone Group Practice

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

- **Decontamination Manager**

Chorley, PR7 1PP

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Lancashire Teaching Hospitals NHS Foundation Trust

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

- **Registered Manager**

Southwell, NG25 0PT

Salary:

£60000.00 to £60000.00

Type:

Permanent

Employer:

Nottinghamshire County Council

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

- **Practice Manager**

Brighouse, HD6 1AT

Salary:

Negotiable

Type:

Permanent

Employer:

Rydings Hall Surgery

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

- **Waste Manager**

Willerby, HU10 6ED

Salary:

£38682.00 to £46580.00

Type:

Permanent

Employer:

Humber Teaching NHS Foundation Trust

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

- **Catering Manager**

Yorkshire and Humber, S13 7PG

Salary:

£14.24

Type:

Permanent

Employer:

Cygnnet Health Care

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

- **Management Accountant**

Yate, BS37 5AF

Salary:

£38682.00 to £46580.00

Type:

Permanent

Employer:

Sirona care & health CIC

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

[41]

- **Home Manager**

Port Talbot, SA13 1DF

Salary:

Negotiable

Type:

Permanent

Employer:

HC-One

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

- **Energy Manager**

Basingstoke or Winchester, RG24 9NA

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Hampshire Hospitals NHS Foundation Trust

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

- **Practice Manager**

Doncaster, DN6 0HZ

Mexborough, S64 9AE

Doncaster, DN12 4AB

Doncaster, DN12 3JW

Salary:

Negotiable

Type:

Permanent

Employer:

AMP Group Practice

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

- **Waste Manager**

Willerby, HU10 6ED

Salary:

£38682.00 to £46580.00

Type:

Permanent

Employer:

Humber Teaching NHS Foundation Trust

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

- **Catering Manager**

Yorkshire and Humber, S13 7PG

Salary:

£14.24

Type:

Permanent

Employer:

Cygnnet Health Care

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

- **Management Accountant**

Yate, BS37 5AF

Salary:

£38682.00 to £46580.00

Type:

Permanent

Employer:

Sirona care & health CIC

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

^[41]

- **Home Manager**

Port Talbot, SA13 1DF

Salary:

Negotiable

Type:

Permanent

Employer:

HC-One

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

- **Energy Manager**

Basingstoke or Winchester, RG24 9NA

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Hampshire Hospitals NHS Foundation Trust

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

- **Practice Manager**

Doncaster, DN6 0HZ

Mexborough, S64 9AE

Doncaster, DN12 4AB

Doncaster, DN12 3JW

Salary:

Negotiable

Type:

Permanent

Employer:

AMP Group Practice

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

- **Reception Manager**

Wallasey, CH45 5LN

Salary:

Negotiable

Type:

Permanent

Employer:

St Georges Medical Centre

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

- **Team Manager**

Sunderland, SR2 0NB

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 \(opens in a new window\)](#) ^[46]

- **Management Accountant**

Huntingdon, PE29 6FH

Salary:

£31049.00 to £37796.00

Type:

Permanent

Employer:

Cambridgeshire and Peterborough NHS Foundation Trust

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

^[47]

- **Operations Manager**

Blackpool, FY4 4TW

Blackpool, FY1 3JW

Blackpool, FY1 3JG

Salary:

Negotiable

Type:

Permanent

Employer:

Adelaide Street Family Practice

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

- **Ward Manager**

Llandrindod Wells, LD1 5HF

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Powys Teaching Health Board

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

- **Therapy Manager**

Crediton, EX173NH

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

- **HR Manager**

Maidstone, ME16 8RL

Salary:

Negotiable

Type:

Permanent

Employer:

The Vine Medical Centre

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

- **Practice Manager**

Colchester, CO3 4LN

Salary:

Negotiable

Type:

Permanent

Employer:

Primary Care Careers

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

- **Disclosure Manager**

Basingstoke, RG23 9NA

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Hampshire Hospitals NHS Foundation Trust

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

- **Team Manager**

Redditch, B97 6QS

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Inclusion

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

- **Properties Manager**

Nr Radlett, WD7 9HQ

Salary:

£57888.00 to £64880.00

Type:

Permanent

Employer:

Hertfordshire Partnership University NHS Foundation Trust

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

- **Therapy Manager**

Exmouth, EX8 2JN

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 \(opens in a new window\)](#) ^[56]

- **Centre Manager**

London, WC1N 3AJ

Salary:

Negotiable

Type:

Permanent

Employer:

Amethyst Radiotherapy

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

- **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 \(opens in a new window\)](#) ^[58]

• Further information

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

- [The Chartered Institute of Purchasing and Supply](#) ^[59] (CIPS)
- [CIPS Be a buyer website](#) ^[60]

Other roles that may interest you

- [Estates manager](#) ^[61]
- [Project manager](#) ^[62]
- [Strategic management](#) ^[63]
- [Knowledge and library services](#) ^[64]

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