

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

- **Contract Management Coordinator**

Nottingham, NG2 1EP

Salary:

Negotiable

Type:

Permanent

Employer:

New Medical Systems Ltd

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

- **Band 7 Senior Contract Manager - Contracts Team**

Birmingham, B13 8QY

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Birmingham and Solihull Mental Health NHS Foundation Trust

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

- **Band 7 Senior LDA Contract Manager - Contracts Team**

Birmingham, B13 8QY

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Birmingham and Solihull Mental Health NHS Foundation Trust

[Apply now on NHS Jobs for Band 7 Senior LDA Contract Manager - Contracts Team job \(opens in a new window\)](#) ^[8]

- **Facilities Services Business Contract Manager**

London, N19 5NF

Salary:

£70387.00 to £80465.00

Type:

Permanent

Employer:

Whittington Hospital NHS Trust

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

- **Operational Manager – Pharmacy Procurement**

London, N7 9NH

Salary:

£61927.00 to £68676.00

Type:

Permanent

Employer:

University College London Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Operational Manager – Pharmacy Procurement job \(opens in a new window\)](#) ^[10]

- **Estates Manager PFI & Contracts**

London, SE13 6LH

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Lewisham and Greenwich NHS Trust

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

- **Contract and Project Manager**

London, NW9 5EQ

Salary:

£44852.00 to £50472.00

Type:

Permanent

Employer:

UK Health Security Agency

[Apply now on NHS Jobs for Contract and Project Manager job \(opens in a new window\)](#) ^[12]

- **Band 7 Senior Contracts Manager - Trust HQ**

Birmingham, B13 8QY

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Birmingham and Solihull Mental Health NHS Foundation Trust

[Apply now on NHS Jobs for Band 7 Senior Contracts Manager - Trust HQ job \(opens in a new window\)](#) ^[13]

- **Deputy Technical Services Manager - Procurement and Distribution**

Liverpool, L8 7SS

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Liverpool Women's NHS Foundation Trust

[Apply now on NHS Jobs for Deputy Technical Services Manager - Procurement and Distribution job \(opens in a new window\)](#) ^[14]

- **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 \(opens in a new window\)](#) ^[15]

- **Head of Procurement - Medical Strategic Procurement**

Stoke-on-Trent, ST4 6QG

Salary:

£62215.00 to £72293.00

Type:

Permanent

Employer:

University Hospital of North Midlands NHS Trust

[Apply now on NHS Jobs for Head of Procurement - Medical Strategic Procurement job \(opens in a new window\)](#) ^[16]

- **Programme Manager - Digital Programme Management Office**

Nottingham Road, NG5 1PB

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Nottingham University Hospitals NHS Trusts
[Apply now on NHS Jobs for Programme Manager - Digital Programme Management Office job \(opens in a new window\)](#) ^[17]

- **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 \(opens in a new window\)](#) ^[18]

- **Senior Procurement Specialist**

Portsmouth, PO6 3EN

Salary:

£38682.00 to £46580.00

Type:

Permanent

Employer:

Portsmouth Hospitals University NHS Trust

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

- **Procurement Systems Support**

Southend-on-Sea, SS2 6GD

Salary:

£31049.00

Type:

Permanent

Employer:

Mid and South Essex NHS Foundation Trust

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

- **Senior Procurement Specialist**

Portsmouth, PO6 3EN

Salary:

£38682.00 to £46580.00

Type:

Permanent
Employer:
Isle of Wight NHS Trust
[Apply now on NHS Jobs for Senior Procurement Specialist job \(opens in a new window\)](#) ^[21]

- **Procurement Support Officer**

Southend-On-Sea, SS26GE

Salary:
£27485.00

Type:
Permanent

Employer:
Mid and South Essex NHS Foundation Trust
[Apply now on NHS Jobs for Procurement Support Officer job \(opens in a new window\)](#) ^[22]

- **Pharmacy Procurement Administrator**

Isleworth, TW7 6AF

Salary:
£31081.00 to £33665.00

Type:
Fixed-Term

Employer:
Chelsea and Westminster Hospital NHS Foundation Trust
[Apply now on NHS Jobs for Pharmacy Procurement Administrator job \(opens in a new window\)](#) ^[23]

- **Contracts Officer**

York/Scarborough, YO31 8HE

Salary:
£31049.00 to £37796.00

Type:
Permanent

Employer:
York Teaching Hospital Facilities Management (LLP)
[Apply now on NHS Jobs for Contracts Officer job \(opens in a new window\)](#) ^[24]

- **Estates Manager**

York, YO24 1GL

Salary:
£46416.00 to £53114.00

Type:

Fixed-Term

Employer:

St Leonard's Hospice

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

- **Estates Manager**

York, YO24 1GL

Salary:

£46416.00 to £53114.00

Type:

Fixed-Term

Employer:

St Leonard's Hospice

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

- **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 \(opens in a new window\)](#) ^[26]

- **Test Manager**

Filton, Bristol, BS34 7QH

Colindale, NW9 5BG

Tooting, SW17 0RB

Edgbaston, B15 2SG

Manchester, M13 9LL

Dodworth, Barnsley, S75 3FG

Salary:

£55690.00 to £62682.00

Type:

Fixed-Term

Employer:

NHS Blood and Transplant

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

- **Clinical Manager**

Bristol, BS1 2AG

Salary:

£45500.00

Type:

Permanent

Employer:

Brook

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

- **Practice Manager**

Coventry, CV6 6DR

Salary:

Negotiable

Type:

Permanent

Employer:

Windmill Surgery

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

- **Home Manager**

Arbroath, DD11 1RA

Salary:

£57000.00

Type:

Permanent

Employer:

HC-One

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

- **Finance Manager**

Southampton, SO40 2RZ

Southampton, SO19 8BR

Newport, PO30 5TG

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Hampshire and Isle of Wight Healthcare NHS Foundation Trust

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

- **Theatre Manager**

Cardiff, CF14 4XW

Salary:

£54550.00 to £61412.00

Type:

Permanent

Employer:

Cardiff and Vale University Health Board

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

- **Practice Manager**

Cheltenham, GL52 6HS

Salary:

£40000.00 to £55000.00

Type:

Permanent

Employer:

Sixways

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

- **PCN Manager**

Ongar, CM5 0AL

Salary:

£50000.00

Type:

Permanent

Employer:

Ongar Health Centre

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

- **PCN Manager**

Ongar, CM5 0AL

Salary:

£50000.00

Type:

Permanent

Employer:

Ongar Health Centre

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

- **Therapy Manager**

Exmouth, EX82JN

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 \(opens in a new window\)](#) ^[35]

- **Maintenance Manager**

Ilford, IG3 8XJ

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

NELFT North East London Foundation Trust

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

- **Catering Manager**

Llanelli, SA14 8QF

Salary:

£37898.00 to £45637.00

Type:

Permanent

Employer:

Hywel Dda University Health Board

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

- **Team Manager**

York/Northallerton/Scarborough/Harrogate, YO30 4XT

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Tees Esk and Wear Valleys NHS Foundation Trust

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

- **Ward Manager**

Birmingham, West Midlands, B91 2PP

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

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

- **Pharmacy Manager**

Redruth, TR15 2AF

Salary:

Negotiable

Type:

Permanent

Employer:

Superdrug

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

- **Deputy Manager**

Littleover, DE23 4BU

Salary:

£16.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **General Manager**

Epsom, KT185XA

Salary:

£75000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **Hospitality Manager**

Bagshot, GU19 5HN

Salary:

£18.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **Radiology Manager**

Newport, NP20 2UB

Salary:

£54550.00 to £61412.00

Type:

Permanent

Employer:

Aneurin Bevan University Health Board

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

- **Practice Manager**

Birmingham, B28 8BG

Salary:

£55000.00 to £60000.00

Type:

Permanent

Employer:

Hall Green Health

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

- **Business Manager**

London, N17 6AA

Salary:

£45000.00 to £55000.00

Type:

Permanent

Employer:

Morris House Group Practice

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

- **Practice Manager**

Clitheroe, BB7 9SL

Clitheroe, BB7 9SL

Clitheroe, BB7 9DZ

Salary:

Negotiable

Type:

Permanent

Employer:

Sabden & Whalley Medical Group

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

- **Business Manager**

Hitchin, SG5 1ND

Hitchin, SG5 1ND

Salary:

Negotiable

Type:

Permanent

Employer:

Bancroft Medical Centre

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

- **Practice Manager**

London, SW5 9AD

Salary:

Negotiable

Type:

Permanent

Employer:

Earl's Court Medical Centre

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

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

^[50]

- **Team Manager**

Chieveley, RG18 9NU

Salary:

£30000.00 to £33000.00

Type:

Permanent

Employer:

Prior's Court Foundation

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

- **Endoscopy Manager**

London, NW8 9NH

Salary:

Negotiable

Type:

Permanent

Employer:

The Hospital of St John and St Elizabeth

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

- **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 \(opens in a new window\)](#) ^[53]

- **Finance Manager**

Bradford, BD36RJ

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Bradford Teaching Hospitals NHS Foundation Trust

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

- **Team Manager**

Warwick, CV34 4RL

Salary:

£46731.00 to £48710.00

Type:

Permanent

Employer:

Warwickshire County Council

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

- **Ward Manager**

Rochdale, OL12 0NB

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Northern Care Alliance NHS Foundation Trust

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

- **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 \(opens in a new window\)](#) [57]

- **Registered Manager**

Preston, PR3 3YB

Salary:

£54995.00 to £54995.00

Type:

Permanent

Employer:

The Cambian Group

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

- **Registered Manager**

Hothfield, TN26 1AZ

Salary:

Negotiable

Type:

Permanent

Employer:

Active Care Group

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

- **Practice Manager**

Birmingham, B26 3TP
Birmingham, B33 0LU

Salary:
£43000.00 to £48000.00

Type:
Permanent

Employer:
Church Road Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) ^[60]

- **Inquest Manager**

Blackpool, FY3 8NR

Salary:
£37338.00 to £44962.00

Type:
Permanent

Employer:
Blackpool Teaching Hospitals NHS Foundation Trust

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

- **Service Manager**

Harrow, HA1 4ES

Salary:
£38205.00 to £46707.00

Type:
Permanent

Employer:
Compass

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

- **Ward Manager**

Cwmbran, NP44 8YN

Salary:
£46840.00 to £53602.00

Type:
Permanent

Employer:
Aneurin Bevan University Health Board

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

• Further information

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

- [The Chartered Institute of Purchasing and Supply](#) ^[64] (CIPS)
- [CIPS Be a buyer website](#) ^[65]

Other roles that may interest you

- [Estates manager](#) ^[66]
- [Project manager](#) ^[67]
- [Strategic management](#) ^[68]
- [Knowledge and library services](#) ^[69]

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