

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**

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 \(opens in a new window\)](#) ^[6]

- **Senior Corporate Procurement Manager**

Sheffield, S5 7AU

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Sheffield Teaching Hospitals NHS Foundation Trust

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

- **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 \(opens in a new window\)](#) ^[8]

- **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 \(opens in a new window\)](#) ^[9]

- **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 \(opens in a new window\)](#) ^[10]

- **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 \(opens in a new window\)](#) ^[11]

- **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 \(opens in a new window\)](#) ^[12]

- **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 \(opens in a new window\)](#) ^[13]

- **Pharmacy Operations Manager - Procurement Stores and Distribution**

Liverpool, L8 7SS

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Liverpool Women's NHS Foundation Trust

[Apply now on NHS Jobs for Pharmacy Operations Manager - Procurement Stores 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]

- **Lead Nurse for PCCU Medical Device Management and Procurement**

Nottingham, NG2 7UH

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Nottingham University Hospitals NHS Trusts

[Apply now on NHS Jobs for Lead Nurse for PCCU Medical Device Management and Procurement job \(opens in a new window\)](#) ^[16]

- **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 \(opens in a new window\)](#) ^[17]

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

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

^[19]

- **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 \(opens in a new window\)](#) ^[20]

- **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 \(opens in a new window\)](#) ^[21]

- **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 \(opens in a new window\)](#) ^[22]

- **Homecare Procurement Officer**

Worksop, S81 0BD

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Doncaster & Bassetlaw Teaching Hospitals NHS FT

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

- **Homecare & Procurement Officer**

Milton Keynes, MK6 5LD

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Milton Keynes University Hospital NHS Foundation Trust

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

- **Senior Procurement Specialist**

317 Regent Point, NE3 3HD

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

The Newcastle upon Tyne Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Senior Procurement Specialist 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]

- **PCN Manager**

Ongar, CM5 0AL

Salary:

£50000.00

Type:

Permanent

Employer:

Ongar Health Centre

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

- **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 \(opens in a new window\)](#) ^[28]

- **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 \(opens in a new window\)](#) ^[29]

- **Ward Manager**

Birmingham, West Midlands, B91 2PP

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

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

- **Finance Manager**

Colchester, CO3 4LN

Salary:

Negotiable

Type:

Permanent

Employer:

Primary Care Careers

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

- **Service Manager**

Stoke-on-Trent, ST4 6TH

Salary:

£55690.00 to £62682.00

Type:

Permanent

Employer:

North Staffordshire Combined Healthcare Trust

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

- **Facilities Manager**

Sheffield, S36 6BR

Salary:

£27105.00

Type:

Permanent

Employer:

Penistone Group Practice

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

- **Purchasing Manager**

Southampton, SO40 2RZ

Salary:

£31049.00 to £37796.00

Type:

Permanent

Employer:

Hampshire and Isle of Wight Healthcare NHS Foundation Trust

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

- **Theatre Manager**

Leicester, LE5 1HY

Salary:

Negotiable

Type:

Permanent

Employer:

Nuffield Health

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

- **Practice Manager**

Cheltenham, GL52 6HS

Salary:

£40000.00 to £55000.00

Type:

Permanent

Employer:

Sixways

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

- **Pharmacy Manager**

Kingston Upon Hull, HU10 7AZ

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

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

- **Ward Manager**

York, YO23 1DE

Salary:

Negotiable

Type:

Permanent

Employer:

Brainkind

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

- **Chef Manager**

Stevenage, SG14AB

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

East and North Hertfordshire Teaching NHS Trust

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

- **Data Manager**

Cardiff, CF14 4XW

Salary:

£30420.00 to £37030.00

Type:

Fixed-Term

Employer:

Cardiff and Vale University Health Board

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

- **Ward Manager**

Derby, DE22 3WQ

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Derbyshire Healthcare NHS Foundation Trust

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

- **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 \(opens in a new window\)](#) ^[42]

- **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 \(opens in a new window\)](#) ^[43]

- **Pharmacy Manager**

Redruth, TR15 2AF

Salary:

Negotiable

Type:

Permanent

Employer:

Superdrug

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

- **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 \(opens in a new window\)](#) ^[45]

- **Practice Manager**

London, SW5 9AD

Salary:

Negotiable

Type:

Permanent

Employer:

Earl's Court Medical Centre

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

- **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 \(opens in a new window\)](#) ^[47]

- **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 \(opens in a new window\)](#) ^[48]

- **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 \(opens in a new window\)](#) [49]

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

- **Support Manager**

Bath, BA1 3NG

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Royal United Hospitals Bath NHS Foundation Trust

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

- **Ward Manager**

Birmingham, B13 8QE

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Birmingham Women's and Children's NHS Foundation Trust

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

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

- **Project Manager**

Manchester, M1 3BN

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

NICE – The National Institute for Health and Care Excellence

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

- **HR Manager**

Maidstone, ME16 8RL

Salary:

Negotiable

Type:

Permanent

Employer:

The Vine Medical Centre

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

- **Security Manager**

Sheffield, S5 7AU

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Sheffield Teaching Hospitals NHS Foundation Trust

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

- **Practice Manager**

Colchester, CO3 4LN

Salary:

Negotiable

Type:

Permanent

Employer:

Primary Care Careers

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

- **Team Manager**

Redditch, B97 6QS

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Inclusion

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

- **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 \(opens in a new window\)](#) ^[59]

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

- **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 \(opens in a new window\)](#) ^[61]

- **Management Accountant**

Newcastle upon Tyne, NE15 8NY

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

North East Ambulance Service NHS Foundation Trust

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

[62]

- **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 \(opens in a new window\)](#) [63]

- **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 \(opens in a new window\)](#) [64]

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