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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 <u>Agenda for Change (AfC)</u> [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 <u>Agenda for Change</u> [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

Search

Enter your location or postcode						
Show	/ results	within		1		

Procurement Manager

Prestwich Manchester, M25 3BL

Salary:

£46148.00 to £52809.00

Type:

Fixed-Term

Employer:

Greater Manchester Mental Health NHSFT

Apply now on NHS Jobs for Procurement Manager job (opens in a new window) [6]

Procurement Manager

Seaton Delaval, NE25 0QJ

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Northumbria Healthcare NHS Foundation Trust

Apply now on NHS Jobs for Procurement Manager job (opens in a new window) [7]

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) [8]

Water Contract Manager

London, SE14YB

Salary:

£61927.00 to £68676.00

Type:

Fixed-Term

Employer:

Guy's and St Thomas' NHS Foundation Trust

Apply now on NHS Jobs for Water Contract Manager job (opens in a new window)

[9]

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)

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) [11]

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

<u>Apply now on NHS Jobs for Band 7 Senior Contract Manager - Contracts Team job</u>

<u>(opens in a new window)</u> [12]

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) [13]

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) [14]

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) [15]

Contract and Assurance Manager

Exeter, EX2 7JQ

Salary:

£47810.00 to £54710.00

Type:

Fixed-Term

Employer:

Royal Devon University Healthcare NHS Foundation Trust

<u>Apply now on NHS Jobs for Contract and Assurance Manager job (opens in a new window)</u>

[16]

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) [17]

Pharmacy Procurement and Distribution Manager

Aylesbury, HP218AL

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Buckinghamshire Healthcare NHS Trust

Apply now on NHS Jobs for Pharmacy Procurement and Distribution Manager job (opens in a new window) [18]

o 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) [19]

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) [20]

Buyer - Procurement

BRADFORD, BD9 6RJ

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Bradford Teaching Hospitals NHS Foundation Trust

Fire Safey Manager (Senior Operating Manager)

Shrewsbury, SY3 8XQ

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

The Shrewsbury and Telford Hospital NHS Trust

Apply now on NHS Jobs for Fire Safey Manager (Senior Operating Manager) job (opens in a new window) [22]

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)

[23]

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) [24]

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) [25]

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) [26]

Laboratory Lead/Training Manager/Deputy Hub Manager

Harrow, HA13UJ

Salary:

£51883.00 to £58544.00

Type:

Permanent

Employer:

London North West University Healthcare NHS Trust

Apply now on NHS Jobs for Laboratory Lead/Training Manager/Deputy Hub

Manager job (opens in a new window) [27]

Senior Performance Management Analyst & Service Improvement Manager

Newport, NP18 3XQ

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Aneurin Bevan University Health Board

Apply now on NHS Jobs for Senior Performance Management Analyst & Service Improvement Manager job (opens in a new window) [28]

Team Manager

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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)
[29]
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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) [30]

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) [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]

Operations Manager

Cambridge, CB4 1ER

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Salary:
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Negotiable

Type:

Permanent

Employer:

Red House Surgery

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

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) [34]

Ward Manager

Rotherham, S26 4TH

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Rotherham Doncaster and South Humber NHSFT

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

Practice Manager

Southall, UB1 3HW

Salary:

£59490.00 to £66239.00

Type:

Permanent

Employer:

West London NHS Trust

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

Estates Manager

York, YO24 1GL

Salary:

£46416.00 to £53114.00

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Type:
       Fixed-Term
 Employer:
       St Leonard's Hospice
 Apply now on NHS Jobs for Estates Manager job (opens in a new window) [37]

    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) [38]

    Theatre Manager

 Dudley, DY1 2HQ
 Salary:
       £53755.00 to £60504.00
 Type:
       Permanent
 Employer:
       The Dudley Group NHS Foundation Trust
 Apply now on NHS Jobs for Theatre Manager job (opens in a new window) [39]
Ward Manager
 Preston, PR3 2JH
 Salary:
       £46148.00 to £52809.00
 Type:
       Permanent
 Employer:
       Lancashire & South Cumbria NHS Foundation Trust
 Apply now on NHS Jobs for Ward Manager job (opens in a new window) [40]
Project Manager
 Cwmbran, NP44 3HR
 Salary:
       £37898.00 to £45637.00
  Type:
       Fixed-Term
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Employer:

Aneurin Bevan University Health Board

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

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) [42]

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) [43]

Business Manager

Wembley, London, HA9 6JE

Salary:

£51883.00 to £58544.00

Type:

Permanent

Employer:

Central and North West London NHS Foundation Trust

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

Pharmacy Manager

Redruth, TR15 2AF

Salary:

Negotiable

Type:

Permanent

Employer:

Superdrug

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) [46]

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) [47]

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) [48]

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) [49]

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) [50]

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) [51]

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) [52]

Operations Manager

Llanfairfechan, LL33 0HH

Salary:

£63150.00 to £73379.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

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) [54]

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) [55]

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) [56]

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) [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]

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) [59]

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) [60]

Finance Manager

London, E14 5HJ

Salary:

£61927.00 to £68676.00

Type:

Permanent

Employer:

Barts Health NHS Trust

Apply now on NHS Jobs for Finance Manager job (opens in a new window) [61]

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) [62]

Operations Manager

West Bromwich, B70 7AW

Salary:

Negotiable

Type:

Fixed-Term

Employer:

Dr R K Arora

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

Change Manager

Warwick, CV34 5BW

Salary:

£46629.00

Type:

Permanent

Employer:

Innovate Healthcare Services

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

Finance Manager

London, SE1 8SD

Salary:

£61927.00 to £68676.00

Type:

Permanent

Employer:

London Ambulance Service NHS Trust

Apply now on NHS Jobs for Finance 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)
- o 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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[1] https://www.healthcareers.nhs.uk/explore-roles/general-management/purchasing-and-contract-management/entry-requirements-skills-and [2] https://www.healthcareers.nhs.uk/explore-roles/general-management/purchasing-and-contract-management/training-and-development [3]

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