

# 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 <sup>[1]</sup>
- Find out more about the training you'll receive for a career in purchasing and contract management <sup>[2]</sup>

## • Pay and conditions

Most jobs in the NHS are covered by the Agenda for Change (AfC) <sup>[3]</sup> 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 <sup>[4]</sup> 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 and Procurement Manager**

Sunderland, SR4 7TP

Salary:

£49224.00 to £56329.00

Type:

Permanent

Employer:

City Hospitals Independent Commercial Enterprises Ltd (CHoICE)

[Apply now on NHS Jobs for Contracts and Procurement Manager job \(opens in a new window\)](#) <sup>[6]</sup>

- **Procurement Manager**

Manchester, M1 1EX

Salary:

£40000.00

Type:

Permanent

Employer:

NUPAS Ltd

[Apply now on NHS Jobs for Procurement Manager job \(opens in a new window\)](#) <sup>[7]</sup>

- **Contracts Manager**

Dorchester, DT1 2JY

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Dorset County Hospital NHS Foundation Trust

[Apply now on NHS Jobs for Contracts Manager job \(opens in a new window\)](#) <sup>[8]</sup>

- **Contracts Manager**

Stoke on Trent, ST4 6QG

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

University Hospital of North Midlands NHS Trust

[Apply now on NHS Jobs for Contracts Manager job \(opens in a new window\)](#) <sup>[9]</sup>

- **PFI Contract Manager**

Ilford, IG3 8XJ

Salary:

£55690.00 to £62682.00

Type:

Permanent

Employer:

NELFT North East London Foundation Trust

[Apply now on NHS Jobs for PFI Contract Manager job \(opens in a new window\)](#) <sup>[10]</sup>

- **Pathology Contract Manager**

Chelmsford, CM1 7ET

Salary:

£62215.00

Type:

Permanent

Employer:

Mid and South Essex NHS Foundation Trust

[Apply now on NHS Jobs for Pathology Contract Manager job \(opens in a new window\)](#) <sup>[11]</sup>

- **NHS Contracts Manager**

Manchester, M26 1gg

Salary:

Negotiable

Type:

Permanent

Employer:

(my)dentist

[Apply now on NHS Jobs for NHS Contracts Manager job \(opens in a new window\)](#) <sup>[12]</sup>

- **Senior Strategic Procurement Manager**

Staffordshire, ST4 6QG

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

University Hospital of North Midlands NHS Trust

[Apply now on NHS Jobs for Senior Strategic Procurement Manager job \(opens in a new window\)](#) <sup>[13]</sup>

- **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 \(opens in a new window\)](#) <sup>[14]</sup>

- **Commissioning and Contracts Manager**

Oxford, OX4 2PG

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Oxford University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Commissioning and Contracts Manager job \(opens in a new window\)](#) <sup>[15]</sup>

- **Procurement Business Manager**

Cardiff, CF14 4HH

Salary:

£37898.00 to £45637.00

Type:

Permanent

Employer:

NHS Wales Shared Services Partnership

[Apply now on NHS Jobs for Procurement Business Manager job \(opens in a new window\)](#) <sup>[16]</sup>

- **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 \(opens in a new window\)](#) <sup>[17]</sup>

- **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 \(opens in a new window\)](#) <sup>[18]</sup>

- **Procurement and Distribution Services Manager-£76k-£83k-JERSEY**

Jersey, JE23DN

Salary:

£76236.77 to £83790.38

Type:

Permanent

Employer:

Health and Community Services

[Apply now on NHS Jobs for Procurement and Distribution Services Manager-£76k-£83k-JERSEY job \(opens in a new window\)](#) <sup>[19]</sup>

- **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 \(opens in a new window\)](#) <sup>[20]</sup>

- **Group Support Services Manager (12 Months Fixed Contract)**

Borehamwood, WD6 3SF

Salary:

Negotiable

Type:

Fixed-Term

Employer:

Health Services Laboratories

[Apply now on NHS Jobs for Group Support Services Manager \(12 Months Fixed Contract\) job \(opens in a new window\)](#) <sup>[21]</sup>

- **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 \(opens in a new window\)](#) <sup>[22]</sup>

- **Capital Development Manager (Project Manager)**

Worthing, BN11 2DH

Salary:

Negotiable

Type:

Permanent

Employer:

University Hospitals Sussex NHS Foundation Trust (279)

[Apply now on NHS Jobs for Capital Development Manager \(Project Manager\) job \(opens in a new window\)](#) <sup>[23]</sup>

- **Pharmacy Procurement Officer**

Ipswich, IP4 5PD

Salary:

£24071.00 to £25674.00

Type:

Permanent

Employer:

East Suffolk and North Essex NHS Foundation Trust

[Apply now on NHS Jobs for Pharmacy Procurement Officer job \(opens in a new window\)](#) <sup>[24]</sup>

- **Procurement Business Officer**

Cwmbran, NP44 3HR

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) <sup>[25]</sup>

- **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) <sup>[26]</sup>

- **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) <sup>[27]</sup>

- **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) <sup>[28]</sup>

- **IT Manager**

York Business Park, YO26 6RW

Salary:

£55895.00 to £62889.00

Type:

Permanent

Employer:

Compass

[Apply now on NHS Jobs for IT Manager job \(opens in a new window\)](#) <sup>[29]</sup>

- **Practice Manager**

Birmingham, B26 1AT

Salary:

Negotiable

Type:

Permanent

Employer:

Rowlands Road Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[30]</sup>

- **Research Manager**

Sheffield, S4 7QQ

Salary:

£46148.00 to £52809.00

Type:

Fixed-Term

Employer:

Sheffield Health and Social Care NHS Foundation Trust

[Apply now on NHS Jobs for Research Manager job \(opens in a new window\)](#) <sup>[31]</sup>

- **Project Manager**

Carlisle or Whitehaven, CA3 0HA

Salary:

£29970.00 to £36483.00

Type:

Fixed-Term

Employer:

North Cumbria Integrated Care NHS Foundation Trust

[Apply now on NHS Jobs for Project Manager job \(opens in a new window\)](#) <sup>[32]</sup>

- **Placement Manager**

Tadworth, KT20 5RU

Salary:

£38708.00

Type:

Permanent

Employer:

The Children's Trust

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

- **Registered Manager**

Leeds, LS7 1QB

Salary:

£44711.00 to £47754.00

Type:

Permanent

Employer:

Leeds City Council

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

- **Practice Manager**

Manchester, M18 8HE

Salary:

Negotiable

Type:

Permanent

Employer:

Central Manchester Networks Ltd

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

- **Placement Manager**

Tadworth, KT20 5RU

Salary:

£38708.00

Type:

Permanent

Employer:

The Children's Trust

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

- **Administration Manager**

317 Trustwide, NE1 4LP

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

The Newcastle upon Tyne Hospitals NHS Foundation Trust

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

[36]

- **Registered Manager**

Leeds, LS7 1QB

Salary:

£44711.00 to £47754.00

Type:

Permanent

Employer:

Leeds City Council

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

- **Practice Manager**

Cardiff, CF24 2HB

Salary:

£55000.00

Type:

Permanent

Employer:

Four Elms Medical centre

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

- **Ward Manager**

London, W5 4RN

Salary:

£51883.00 to £58544.00

Type:

Permanent

Employer:

West London NHS Trust

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

- **Dispensary Manager**

King's Lynn, PE32 2JQ  
King's Lynn, PE318NH

Salary:

Negotiable

Type:

Permanent

Employer:

Great Massingham and Docking Surgeries Partnership

[Apply now on NHS Jobs for Dispensary Manager job \(opens in a new window\)](#) <sup>[39]</sup>

- **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 \(opens in a new window\)](#) <sup>[40]</sup>

- **Pharmacy Manager**

Redruth, TR15 2AF

Salary:

Negotiable

Type:

Permanent

Employer:

Superdrug

[Apply now on NHS Jobs for Pharmacy Manager job \(opens in a new window\)](#) <sup>[41]</sup>

- **Hospitality Manager**

Beckenham, BR3 3FH

Salary:

£35000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

[Apply now on NHS Jobs for Hospitality Manager job \(opens in a new window\)](#) <sup>[42]</sup>

- **Practice Manager**

London, W2 2HL

London, W2 5ES

Salary:

£55000.00 to £65000.00

Type:

Permanent

Employer:

Connaught Square Practice

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[43]</sup>

- **Deputy Manager**

Littleover, DE23 4BU

Salary:

£16.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

[Apply now on NHS Jobs for Deputy Manager job \(opens in a new window\)](#) <sup>[44]</sup>

- **Pharmacy Manager**

Kingston Upon Hull, HU10 7AZ

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

[Apply now on NHS Jobs for Pharmacy Manager job \(opens in a new window\)](#) <sup>[45]</sup>

- **Dispensary Manager**

Norwich, NR13 3RA

Salary:

Negotiable

Type:

Permanent

Employer:

Acle Medical Partnership

[Apply now on NHS Jobs for Dispensary Manager job \(opens in a new window\)](#) <sup>[46]</sup>

- **Project Manager**

Williamstown, CF40 1XX

Salary:

£37898.00 to £45637.00

Type:

Permanent

Employer:

Cwm Taf Morgannwg University Health Board

[Apply now on NHS Jobs for Project Manager job \(opens in a new window\)](#) <sup>[47]</sup>

- **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 \(opens in a new window\)](#) <sup>[48]</sup>

- **Ward Manager**

Rochdale, OL12 0NB

Salary:

Negotiable

Type:

Permanent

Employer:

Northern Care Alliance NHS Foundation Trust

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

- **Ward Manager**

Sunderland, SR4 7TP

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

South Tyneside and Sunderland NHS Foundation Trust

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) <sup>[50]</sup>

- **Ward Manager**

Reading, RG30 4EJ

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Berkshire Healthcare Foundation Trust

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) <sup>[51]</sup>

- **Finance Manager**

Harrogate, HG2 7SX

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Harrogate and District NHS Foundation Trust

[Apply now on NHS Jobs for Finance Manager job \(opens in a new window\)](#) <sup>[52]</sup>

- **Unit Manager**

Chelmsford, CM1 7ET

Salary:

£46148.00

Type:

Permanent

Employer:

Mid and South Essex NHS Foundation Trust

[Apply now on NHS Jobs for Unit Manager job \(opens in a new window\)](#) <sup>[53]</sup>

- **Project Manager**

Williamstown, CF40 1XX

Salary:

£37898.00 to £45637.00

Type:

Permanent

Employer:

Cwm Taf Morgannwg University Health Board

[Apply now on NHS Jobs for Project Manager job \(opens in a new window\)](#) <sup>[47]</sup>



- **Ward Manager**

Reading, RG30 4EJ

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Berkshire Healthcare Foundation Trust

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) <sup>[51]</sup>

- **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 \(opens in a new window\)](#) <sup>[54]</sup>

- **Research Manager**

Liversedge, WF15 6LP

Salary:

Negotiable

Type:

Permanent

Employer:

Locala Health and Wellbeing

[Apply now on NHS Jobs for Research Manager job \(opens in a new window\)](#) <sup>[55]</sup>

- **Practice Manager**

Dudley, DY2 0EF

Salary:

Negotiable

Type:

Permanent

Employer:

Dudley Wood Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[56]</sup>

- **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 \(opens in a new window\)](#) <sup>[57]</sup>

- **Programme Manager**

London, E14 5HJ

Salary:

£61927.00 to £68676.00

Type:

Fixed-Term

Employer:

Barts Health NHS Trust

[Apply now on NHS Jobs for Programme Manager job \(opens in a new window\)](#) <sup>[58]</sup>

- **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 \(opens in a new window\)](#) <sup>[59]</sup>

- **Team Manager**

Gosforth, NE3 3PF

Salary:

£62000.00 to £65000.00

Type:

Permanent

Employer:

Evolve Psychology Services

[Apply now on NHS Jobs for Team Manager job \(opens in a new window\)](#) <sup>[60]</sup>

- **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 \(opens in a new window\)](#) <sup>[61]</sup>

- **Further information**

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

- [The Chartered Institute of Purchasing and Supply](#) <sup>[62]</sup> (CIPS)
- [CIPS Be a buyer website](#) <sup>[63]</sup>

## Other roles that may interest you

- [Estates manager](#) <sup>[64]</sup>
- [Project manager](#) <sup>[65]</sup>
- [Strategic management](#) <sup>[66]</sup>
- [Knowledge and library services](#) <sup>[67]</sup>

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### Links

[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] <https://www.healthcareers.nhs.uk/about/careers-nhs/nhs-pay-and-benefits/agenda-change-pay-rates> [4] [https://www.healthcareers.nhs.uk/glossary#Agenda\\_for\\_Change](https://www.healthcareers.nhs.uk/glossary#Agenda_for_Change) [5] <http://www.jobs.nhs.uk> [6] <https://beta.jobs.nhs.uk/candidate/jobadvert/M9155-Z-EA-0525-43> [7] <https://beta.jobs.nhs.uk/candidate/jobadvert/E0169-25-0029> [8] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9405-25-0198> [9] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9205-25-0766> [10] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9395-25-0699> [11] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9390-25-1075> [12] <https://beta.jobs.nhs.uk/candidate/jobadvert/P0015-25-0000> [13] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9205-25-0668> [14] <https://beta.jobs.nhs.uk/candidate/jobadvert/F0062-19221> [15] <https://beta.jobs.nhs.uk/candidate/jobadvert/C9321-25-0658> [16] <https://beta.jobs.nhs.uk/candidate/jobadvert/M9043-25-0110> [17]

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