

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

- **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**

Caerleon, NP18 3XQ

Salary:

£37898.00 to £45637.00

Type:

Permanent

Employer:

Aneurin Bevan University Health Board

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

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

- **Procurement Category Manager**

Bicester, OX26 6HR

Salary:
£46148.00 to £52809.00

Type:
Permanent

Employer:
South Central Ambulance Service NHS Foundation Trust

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

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

- **Contract and Assurance Manager**

Exeter, EX2 7JQ

Salary:

£47810.00 to £54710.00

Type:

Fixed-Term

Employer:

Royal Devon University Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for Contract and Assurance Manager job \(opens in a new window\)](#) ^[14]

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

- **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 \(opens in a new window\)](#) ^[16]

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

- **Buyer - Procurement**

BRADFORD, BD9 6RJ

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Bradford Teaching Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Buyer - Procurement job \(opens in a new window\)](#) ^[18]

- **Procurement Assistant**

Cardiff, CF14 4XW

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

NHS Wales Shared Services Partnership

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

^[19]

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

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

- **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]

- **Assistant Procurement Business Officer**

Port Talbot, SA12 7BX

Salary:

£26928.00 to £29551.00

Type:

Permanent

Employer:

NHS Wales Shared Services Partnership

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

- **Associate Director of Procurement**

Guildford, GU2 7AU

Salary:

£78004.00 to £89881.00

Type:

Permanent

Employer:

Royal Surrey NHS Foundation Trust
[Apply now on NHS Jobs for Associate Director of Procurement job \(opens in a new window\)](#) ^[25]

- **Senior Procurement Business Partner**

Milton Keynes, MK6 5LD

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Milton Keynes University Hospital NHS Foundation Trust

[Apply now on NHS Jobs for Senior Procurement Business Partner job \(opens in a new window\)](#) ^[26]

- **Deputy Head of Procurement**

London, SE1 8SD

Salary:

£70387.00 to £80465.00

Type:

Permanent

Employer:

London Ambulance Service NHS Trust

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

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

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

- **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 \(opens in a new window\)](#) ^[30]

- **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 \(opens in a new window\)](#) ^[31]

- **Team Manager**

Huddersfield, HD3 3HR

Salary:

£62000.00 to £65000.00

Type:

Permanent

Employer:

Evolve Psychology Services

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

- **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 \(opens in a new window\)](#) [33]

- **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 \(opens in a new window\)](#) [34]

- **Project Manager**

Cwmbran, NP44 3HR

Salary:

£37898.00 to £45637.00

Type:

Fixed-Term

Employer:

Aneurin Bevan University Health Board

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

- **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 \(opens in a new window\)](#) [36]

- **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 \(opens in a new window\)](#) ^[37]

- **Project Manager**

Cwmbran, NP44 3HR

Salary:

£37898.00 to £45637.00

Type:

Fixed-Term

Employer:

Aneurin Bevan University Health Board

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

- **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 \(opens in a new window\)](#) ^[38]

- **Legacy Manager**

Great Bramingham Lane, LU3 3NT

Salary:

£41750.00

Type:

Permanent

Employer:

Keech Hospice Care

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

- **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 \(opens in a new window\)](#) ^[40]

- **Clinical Manager**

Bristol, BS1 2AG

Salary:
£45500.00

Type:
Permanent

Employer:
Brook

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

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

- **Practice Manager**

Coventry, CV6 6DR

Salary:
Negotiable

Type:
Permanent

Employer:
Windmill Surgery

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

- **Home Manager**

Arbroath, DD11 1RA

Salary:

£57000.00

Type:

Permanent

Employer:

HC-One

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

- **Practice Manager**

Coventry, CV6 6DR

Salary:

Negotiable

Type:

Permanent

Employer:

Windmill Surgery

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

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

- **PCN Manager**

Ongar, CM5 0AL

Salary:

£50000.00

Type:

Permanent

Employer:

Ongar Health Centre

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

- **Pharmacy Manager**

Redruth, TR15 2AF

Salary:

Negotiable

Type:

Permanent

Employer:

Superdrug

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

- **Deputy Manager**

Littleover, DE23 4BU

Salary:

£16.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **Practice Manager**

Dudley, DY2 0EF

Salary:

Negotiable

Type:

Permanent

Employer:

Dudley Wood Surgery

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

- **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 \(opens in a new window\)](#) ^[52]

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

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

- **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 \(opens in a new window\)](#) [54]

- **Change Manager**

Warwick, CV34 5BW

Salary:

£46629.00

Type:

Permanent

Employer:

Innovate Healthcare Services

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

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

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

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

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

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

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

- **Practice Manager**

London, SW5 9AD

Salary:

Negotiable

Type:

Permanent

Employer:

Earl's Court Medical Centre
[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) [62]

• Further information

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

- [The Chartered Institute of Purchasing and Supply](#) [63] (CIPS)
- [CIPS Be a buyer website](#) [64]

Other roles that may interest you

- [Estates manager](#) [65]
- [Project manager](#) [66]
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