

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**

Seaton Delaval, NE25 0QJ

Salary:

£55690.00 to £62682.00

Type:

Permanent

Employer:

Northumbria Healthcare NHS Foundation Trust

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

- **Contracting Manager (XN05)**

Leeds, LS1 3EX

Salary:

£31049.00 to £37796.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for Contracting Manager \(XN05\) job \(opens in a new window\)](#) ^[7]

- **Senior Procurement Manager**

Reading, RG1 5UZ

Salary:

£55690.00 to £62682.00

Type:

Permanent

Employer:

Royal Berkshire NHS Foundation Trust

[Apply now on NHS Jobs for Senior Procurement Manager job \(opens in a new window\)](#) ^[8]

- **Collaborative Digital Contract Manager**

Taunton, TA1 4DY

Salary:

£55690.00 to £62682.00

Type:

Fixed-Term

Employer:

Somerset NHS Foundation Trust

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

- **Deputy Digital Procurement Manager**

Cwmbran, NP44 3HR

Salary:

£39263.00 to £47280.00

Type:

Fixed-Term

Employer:

Aneurin Bevan University Health Board

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

- **Senior Procurement Manager Clinical**

Bradford, BD9 6RJ

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Bradford Teaching Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Senior Procurement Manager Clinical job \(opens in a new window\)](#) ^[11]

- **Band 6 - Contracts Manager, Finance**

Welwyn Garden City, AL8 6BP

Salary:

£40617.00 to £48778.00

Type:

Secondment

Employer:

West Hertfordshire Teaching Hospitals NHS Trust

[Apply now on NHS Jobs for Band 6 - Contracts Manager, Finance job \(opens in a new window\)](#) ^[12]

- **Procurement Category Manager**

Mansfield, NG184RG

Salary:

£38682.00 to £46580.00

Type:

Permanent

Employer:

Nottinghamshire Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for Procurement Category Manager job \(opens in a new window\)](#) ^[13]

- **Head of Commercial and Procurement Management**

Bristol, BS32 4QL

Salary:

£91342.00 to £105337.00

Type:

Permanent

Employer:

South Western Ambulance Service NHS Foundation Trust

[Apply now on NHS Jobs for Head of Commercial and Procurement Management job \(opens in a new window\)](#) ^[14]

- **Head of Commercial and Procurement Management**

Barnsley, S75 1JL

Salary:

£91342.00 to £105337.00

Type:

Permanent

Employer:

South Western Ambulance Service NHS Foundation Trust

[Apply now on NHS Jobs for Head of Commercial and Procurement Management job \(opens in a new window\)](#) ^[15]

- **Head of Commercial and Procurement Management**

London, SE1 8UG

Salary:

£91342.00 to £105337.00

Type:

Permanent

Employer:

South Western Ambulance Service NHS Foundation Trust

[Apply now on NHS Jobs for Head of Commercial and Procurement Management job \(opens in a new window\)](#) ^[16]

- **Senior Procurement and Contracts Adviser**

Maidstone, ME16 9PH

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Kent & Medway NHS & Social Care Partnership Trust

[Apply now on NHS Jobs for Senior Procurement and Contracts Adviser job \(opens in a new window\)](#) ^[17]

- **Band 8a - Project Manager-Pathology Demand Management, Procurement**

Watford, WD18 0HB

Salary:

£57888.00 to £64880.00

Type:

Secondment

Employer:

West Hertfordshire Teaching Hospitals NHS Trust

[Apply now on NHS Jobs for Band 8a - Project Manager-Pathology Demand Management, Procurement job \(opens in a new window\)](#) ^[18]

- **Digital Project Manager (12 month Fixed Term Contract)**

Beechdale Road, NG8 3LL

Salary:

£47810.00 to £54710.00

Type:

Fixed-Term

Employer:

East Midlands Ambulance Service NHS Trust

[Apply now on NHS Jobs for Digital Project Manager \(12 month Fixed Term Contract\) job \(opens in a new window\)](#) ^[19]

- **Assistant Manager / Manager**

Birmingham, B71 3LN

West Bromwich, B71 3AS

Salary:

Negotiable

Type:

Permanent

Employer:

Stone Cross Medical Centre

[Apply now on NHS Jobs for Assistant Manager / Manager job \(opens in a new window\)](#) ^[20]

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

- **Procurement Officer**

Peterlee, SR8 2RU

Salary:

£37539.00

Type:

Permanent

Employer:

CDD Services (Synchronicity Care Ltd)

[Apply now on NHS Jobs for Procurement Officer job \(opens in a new window\)](#) ^[22]

- **Procurement Assistant**

Wolverhampton, WV1 1SH

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

University Hospital of North Midlands NHS Trust

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

^[23]

- **Bank Contract - Receptionist**

Crowborough, TN6 1XP

Salary:

£12.21 to £12.40

Type:

Bank

Employer:

Horder Healthcare

[Apply now on NHS Jobs for Bank Contract - Receptionist job \(opens in a new window\)](#) ^[24]

- **Housekeeper - Bank contract**

Portsmouth, PO3 6DW

Salary:

£12.70

Type:

Bank

Employer:

Practice Plus Group

[Apply now on NHS Jobs for Housekeeper - Bank contract job \(opens in a new window\)](#) ^[25]

- **Deputy Practice Manager (progression to Practice Manager)**

London, SE3 0EN

Salary:

Negotiable

Type:

Permanent

Employer:

Manor Brook Medical Centre

[Apply now on NHS Jobs for Deputy Practice Manager \(progression to Practice Manager\) job \(opens in a new window\)](#) ^[26]

- **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 \(opens in a new window\)](#) ^[27]

- **Catering Manager**

Yorkshire and Humber, S13 7PG

Salary:

£14.24

Type:

Permanent

Employer:

Cygnnet Health Care

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

- **Reception Manager**

Wallasey, CH45 5LN

Salary:

Negotiable
Type:
Permanent
Employer:
St Georges Medical Centre
[Apply now on NHS Jobs for Reception Manager job \(opens in a new window\)](#) ^[29]

- **Practice Manager**

Brighouse, HD6 1AT

Salary:
Negotiable

Type:
Permanent

Employer:
Rydings Hall Surgery

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

- **Administration Manager**

Plymouth, PL4 0AH

Salary:
£27485.00 to £30162.00

Type:
Permanent

Employer:
Livewell Southwest

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

^[31]

- **Practice Manager**

Hounslow, TW3 3ET

Salary:
Negotiable

Type:
Permanent

Employer:
Bath Road Surgery

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

- **Project Manager**

Cwmbran, NP44 3HR

Salary:
£39263.00 to £47280.00

Type:

Fixed-Term

Employer:

Aneurin Bevan University Health Board

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

- **Ward Manager**

Woolwich, SE18 4QH

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Lewisham and Greenwich NHS Trust

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

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

- **Practice Manager**

Bolton, BL3 5HP

Salary:

Negotiable

Type:

Permanent

Employer:

Al-Fal Medical Group

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

- **Reception Manager**

Leeds, LS7 4BB

Salary:

£25810.00 to £27375.00

Type:

Permanent

Employer:

Chapeltown Family Surgery

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

- **Category Manager**

Cardiff, CF14 3UZ

Salary:

£39263.00 to £47280.00

Type:

Permanent

Employer:

NHS Wales Shared Services Partnership

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

- **Operations Manager**

Bromley, BR1 4PX

London, SE9 4JS

Salary:

Negotiable

Type:

Permanent

Employer:

The Links Medical Practice

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

- **Practice Manager**

London, SE8 5DA

London, SE13 5PJ

London, SE27 0DF

Salary:

Negotiable

Type:

Permanent

Employer:

Penrose Health

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

- **Project Manager**

Bradford, BD1 4AS

Salary:

£31000.00

Type:

Permanent

Employer:

Bradford Care Alliance

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

- **General Manager**

Bushey, WD25 8HA

Salary:

£73000.00 to £75000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **Home Manager**

Chipping Norton, OX7 5YF

Salary:

£50000.00 to £60000.00

Type:

Permanent

Employer:

Barchester Healthcare

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

- **Energy Manager**

Blackpool, FY3 8NR

Salary:

£51181.00 to £62555.00

Type:

Permanent

Employer:

Blackpool Teaching Hospitals NHS Foundation Trust

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

- **Business Manager**

London, W12 0HS

Salary:

£64156.00 to £71148.00

Type:

Permanent

Employer:

Imperial College Healthcare NHS Trust

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

- **Operations Manager**

Blackpool, FY4 4TW

Blackpool, FY1 3JW

Blackpool, FY1 3JG

Salary:

Negotiable

Type:

Permanent

Employer:

Adelaide Street Family Practice

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

- **Administration Manager**

Wrexham, LL13 7TD

Salary:

£31516.00 to £38364.00

Type:

Fixed-Term

Employer:

Betsi Cadwaladr University Health Board

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

^[47]

- **Training Manager**

Cardiff, CF10 3NQ

Salary:

£48527.00 to £55532.00

Type:

Secondment

Employer:

Powys Teaching Health Board

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

- **General Manager**

Crawley, RH11 7EJ

Salary:

£64455.00 to £74896.00

Type:

Secondment

Employer:

Sussex Partnership NHS Foundation Trust

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

- **Pharmacy Manager**

Redruth, TR15 2AF

Salary:

Negotiable

Type:

Permanent

Employer:

Superdrug

[Apply now on NHS Jobs for Pharmacy Manager job \(opens in a new window\)](#) ^[50]

- **Practice Manager**

London, W1T 6EU

Salary:

Negotiable

Type:

Permanent

Employer:

Fitzrovia Medical Centre

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

- **Admin Manager**

Oxford, OX1 2NA

Oxford, OX2 9JS

Salary:

£14.50 to £15.50

Type:

Permanent

Employer:

Beaumont Elms Practice

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

- **Business Manager**

Moreton in Marsh, GL56 0DS
Cheltenham, GL54 3QJ
Chipping Campden, GL55 6AU
Cheltenham, GL54 2AZ
Cheltenham, GL54 1AX

Salary:

£27429.00

Type:

Permanent

Employer:

North Cotswold Primary Care Network

[Apply now on NHS Jobs for Business Manager job \(opens in a new window\)](#) ^[53]

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

- **Ward Manager**

Ipswich, IP4 5PD

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

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

- **Management Accountant**

Dorchester, DT1 1TG

Salary:

£31049.00 to £37796.00

Type:

Permanent

Employer:

Dorset County Hospital NHS Foundation Trust

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

^[56]

- **Ward Manager**

Hellesdon Hospital, Norwich, NR6 5BE

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

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

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

- **Assistant Manager**

Wolverhampton, WV4 6EG

Wolverhampton, WV2 1EU

Wolverhampton, WV2 2AU

Wolverhampton, WV14 9BX

Salary:

£15.33 to £18.66

Type:

Permanent

Employer:

Health and Beyond

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

- **Case Manager**

Withernsea, HU19 2QB

Salary:

£38682.00 to £46580.00

Type:

Permanent

Employer:

City Health Care Partnership CIC

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

- **Practice Manager**

Cardiff, CF24 3WD

Salary:

Negotiable

Type:

Permanent

Employer:

The City Surgery

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

- **General Manager**

Alice Court Care Home, BN21 2BQ

Salary:

£60000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **Facilities Manager**

Great Yarmouth, NR31 6LA

Salary:

£38682.00 to £46580.00

Type:

Permanent

Employer:

James Paget University Hospitals NHS Foundation Trust

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

- **Partnerships Manager**

London, W1W 8HF

Salary:

£72921.00 to £83362.00

Type:

Fixed-Term

Employer:

North London NHS Foundation Trust

[Apply now on NHS Jobs for Partnerships Manager job \(opens in a new window\)](#) ^[64]

- **Practice Manager**

Gravesend, DA11 0HN
Gravesend, DA12 4JW

Salary:

£40000.00 to £55000.00

Type:

Permanent

Employer:

Pelham Medical Practice

[Apply now on NHS Jobs for Practice 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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