

# 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 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>[6]</sup>

- **Procurement Manager**

Salford, M5 3EH

Salary:

£30000.00 to £40000.00

Type:

Permanent

Employer:

NHS Shared Business Services

[Apply now on NHS Jobs for Procurement Manager job \(opens in a new window\)](#) <sup>[7]</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>[8]</sup>

- **Senior Contracts Manager**

Birmingham, B1 1TT

Salary:

£62215.00 to £72293.00

Type:

Fixed-Term

Employer:

NHS Birmingham and Solihull Integrated Care Board

[Apply now on NHS Jobs for Senior Contracts Manager job \(opens in a new window\)](#) <sup>[9]</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>[10]</sup>

- **Senior Contracts Manager**

Remote, BL1 1HU

Salary:

£52500.00

Type:

Permanent

Employer:

SpaMedica

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

- **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 Deputy Pharmacy Procurement Manager job \(opens in a new window\)](#) <sup>[14]</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>[15]</sup>

- **Senior Procurement Business Manager**

Cardiff, CF14 4HH

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

NHS Wales Shared Services Partnership

[Apply now on NHS Jobs for Senior Procurement Business Manager job \(opens in a new window\)](#) <sup>[16]</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>[17]</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>[18]</sup>

- **Organisational Development Manager (Leadership, Management & Teams)**

Across Wales, LL17 0LJ

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Welsh Ambulance NHS Trust

[Apply now on NHS Jobs for Organisational Development Manager \(Leadership, Management & Teams\) job \(opens in a new window\)](#) <sup>[19]</sup>

- **Pharmacist - Bank contract**

Reading, RG1 8BW

Salary:

£24.70 to £27.79

Type:

Bank

Employer:

Practice Plus Group

[Apply now on NHS Jobs for Pharmacist - Bank contract job \(opens in a new window\)](#) <sup>[20]</sup>

- **Pharmacy Procurement Officer**

Chertsey, KT16 0PZ

Salary:

£27857.00 to £30570.00

Type:

Permanent

Employer:

Ashford & St. Peter's Hospitals NHS Foundation Trust  
[Apply now on NHS Jobs for Pharmacy Procurement Officer job \(opens in a new window\)](#) <sup>[21]</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>[22]</sup>

- **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 \(opens in a new window\)](#) <sup>[23]</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>[24]</sup>

- **Contract Monitoring Officer**

Luton, LU4 0DZ

Salary:

£26530.00 to £29114.00

Type:



Fixed-Term

Employer:

Bedfordshire Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Contract Monitoring Officer job \(opens in a new window\)](#) <sup>[25]</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>[26]</sup>

- **Service Manager**

West Midlands, ST11 9JG

Salary:

£40000.00 to £40000.00

Type:

Permanent

Employer:

Cygnnet Health Care

[Apply now on NHS Jobs for Service Manager job \(opens in a new window\)](#) <sup>[27]</sup>

- **Practice Manager**

Birmingham, B30 1BY

Birmingham, B48 7LA

Salary:

Negotiable

Type:

Permanent

Employer:

Northwood Medical Centre

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[28]</sup>

- **Practice Manager**

Clacton on Sea, CO15 3AU

Salary:

Negotiable  
Type:  
Permanent  
Employer:  
Primary Care Careers  
[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[29]</sup>

- **Ward Manager**

Worthing, BN13 3AT

Salary:  
£46148.00 to £52809.00

Type:  
Fixed-Term

Employer:  
Sussex Partnership NHS Foundation Trust

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

- **Home Manager**

New Malden, KT3 5EA

Salary:  
£84000.00 to £103826.00

Type:  
Permanent

Employer:  
Aria Care

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

- **Ward Manager**

Isleworth, TW7 6AF

Salary:  
£51883.00 to £58544.00

Type:  
Permanent

Employer:  
Chelsea and Westminster Hospital NHS Foundation Trust

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) <sup>[32]</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>[33]</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>[34]</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>[35]</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 \(opens in a new window\)](#) <sup>[36]</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 \(opens in a new window\)](#) [33]

- **Practice Manager**

Manchester, M18 8HE

Salary:

Negotiable

Type:

Permanent

Employer:

Central Manchester Networks Ltd

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

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

- **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 \(opens in a new window\)](#) [39]

- **Service Manager**

Redhill, RH1 5RH

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Surrey and Sussex Healthcare NHS Trust

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

- **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>

- **Clinic Manager**

Middlesbrough, TS3 6LB

Salary:

£50000.00 to £54000.00

Type:

Permanent

Employer:

Diaverum

[Apply now on NHS Jobs for Clinic Manager job \(opens in a new window\)](#) <sup>[43]</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>[44]</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>[45]</sup>

- **Waste Manager**

Harlow, CM20 1QX

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

The Princess Alexandra Hospital NHS Trust

[Apply now on NHS Jobs for Waste Manager job \(opens in a new window\)](#) <sup>[46]</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>[47]</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>[48]</sup>

- **Category Manager**

Huddersfield, HD3 3EA

Salary:

£41341.00

Type:

Permanent

Employer:

Calderdale and Huddersfield Solutions

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

- **Programme Manager**

Manchester, M1 3BN

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

NICE – The National Institute for Health and Care Excellence

[Apply now on NHS Jobs for Programme Manager job \(opens in a new window\)](#) <sup>[50]</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>[51]</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>[52]</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>[53]</sup>

- **Ward Manager**

Bridgend, CF311RQ

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Cwm Taf Morgannwg University Health Board

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) <sup>[54]</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>[55]</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>[56]</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>[57]</sup>

- **Operations Manager**

Slough, SL1 1TT

Salary:

£35000.00

Type:

Permanent

Employer:

Herschel Medical Centre

[Apply now on NHS Jobs for Operations Manager job \(opens in a new window\)](#) <sup>[58]</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>[59]</sup>

- **Medicine Manager**

Blyth, NE24 1HD

Blyth, NE24 4AW

Salary:

Negotiable

Type:

Permanent

Employer:

Railway Medical Group

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

- **Team Manager**

Redditch, B97 6QS

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Inclusion

[Apply now on NHS Jobs for Team Manager job \(opens in a new window\)](#) <sup>[61]</sup>

- **Finance Manager**

Wembley, HA0 4UZ

Salary:

£15.00 to £20.00

Type:

Permanent

Employer:

Premier Medical Centre

[Apply now on NHS Jobs for Finance Manager job \(opens in a new window\)](#) <sup>[62]</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>[63]</sup>

- **Legacy Manager**

Luton, LU3 3NT

Salary:

£41750.00

Type:

Permanent

Employer:

Keech Hospice Care

[Apply now on NHS Jobs for Legacy Manager job \(opens in a new window\)](#) <sup>[64]</sup>

## • Further information

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

- [The Chartered Institute of Purchasing and Supply](#) <sup>[65]</sup> (CIPS)
- [CIPS Be a buyer website](#) <sup>[66]</sup>

## Other roles that may interest you

- [Estates manager](#) <sup>[67]</sup>
- [Project manager](#) <sup>[68]</sup>
- [Strategic management](#) <sup>[69]</sup>
- [Knowledge and library services](#) <sup>[70]</sup>

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### Links

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