

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

- **Contract Manager**

Warrington, WA5 1QG

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Warrington and Halton Teaching Hospitals NHSFT

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

- **Contracts Manager**

Wolverhampton, WV10 0QP

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 \(opens in a new window\)](#) ^[7]

- **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 \(opens in a new window\)](#) ^[8]

- **Procurement Manager**

Stoke-on-Trent, ST1 2QB

Salary:

£53755.00 to £60504.00

Type:

Fixed-Term

Employer:

Midlands and Lancashire Commissioning Support Unit

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

- **Senior Contracts Manager**

Warwick, CV34 5BW

Salary:

£62215.00 to £72293.00

Type:

Fixed-Term

Employer:

South Warwickshire University NHS Foundation Trust

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

- **Senior Contract Manager**

Lincoln, LN5 7JH

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

United Lincolnshire Hospitals NHS Trust

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

- **Senior Strategic Procurement Manager**

Walsall, WS2 9PS

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 \(opens in a new window\)](#) ^[12]

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

- **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 \(opens in a new window\)](#) ^[14]

- **Pharmacy Manufacturing Business & Contracts Manager (XN10)**

Leeds, LS9 7TF

Salary:

£74290.00 to £85601.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for Pharmacy Manufacturing Business & Contracts Manager \(XN10\) job \(opens in a new window\)](#) ^[15]

- **Procurement and Contracts Advisor**

Maidstone, ME16 9PH

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Kent & Medway NHS & Social Care Partnership Trust

[Apply now on NHS Jobs for Procurement and Contracts Advisor job \(opens in a new window\)](#) ^[16]

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

- **Assistant Procurement Business Manager**

Cardiff, CF14 4HH

Salary:

£30420.00 to £37030.00

Type:

Permanent

Employer:

NHS Wales Shared Services Partnership

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

- **Band 7 Senior Contracts Manager - Trust HQ**

Birmingham, B13 8QY

Salary:

£46148.00 to £52809.00

Type:

Fixed-Term

Employer:

Birmingham and Solihull Mental Health NHS Foundation Trust

[Apply now on NHS Jobs for Band 7 Senior Contracts Manager - Trust HQ job \(opens in a new window\)](#) ^[19]

- **Deputy Head of Sourcing and Contract Management**

Salisbury, SP2 8BJ

Salary:

£53755.00 to £60504.00

Type:

Fixed-Term

Employer:

Salisbury NHS Foundation Trust

[Apply now on NHS Jobs for Deputy Head of Sourcing and Contract Management job \(opens in a new window\)](#) ^[20]

- **CDC Medical Technology Analyst/Contracts Manager - Band 6**

Lincoln, LN2 5QY

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

United Lincolnshire Hospitals NHS Trust

[Apply now on NHS Jobs for CDC Medical Technology Analyst/Contracts Manager - Band 6 job \(opens in a new window\)](#) ^[21]

- **Deputy General Manager - 12 Months Fixed Term Contract**

Bradford, BD9 6RJ

Salary:

£53755.00 to £60504.00

Type:

Fixed-Term

Employer:

Bradford Teaching Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Deputy General Manager - 12 Months Fixed Term Contract job \(opens in a new window\)](#) ^[22]

- **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 \(opens in a new window\)](#) ^[23]

- **Team Manager for Case Management**

Wellington, TF1 1LX

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

NHS Shropshire, Telford and Wrekin Integrated Care Board

[Apply now on NHS Jobs for Team Manager for Case Management job \(opens in a new window\)](#) ^[24]

- **Procurement Officer and Senior Procurement Officer**

Leicester, LE1 1FZ

Salary:

£31067.00 to £44711.00

Type:

Permanent

Employer:

Leicester City Council
[Apply now on NHS Jobs for Procurement Officer and Senior Procurement Officer job \(opens in a new window\)](#) ^[25]

- **Contract Officer**

London, SW17 0QT

Salary:
£35964.00 to £43780.00

Type:
Fixed-Term

Employer:
St George's University Hospitals NHS Foundation Trust
[Apply now on NHS Jobs for Contract Officer job \(opens in a new window\)](#) ^[26]

- **Procurement Administrator**

Blackpool, FY3 8NR

Salary:
£25054.00 to £28766.00

Type:
Permanent

Employer:
Blackpool Teaching Hospitals NHS Foundation Trust
[Apply now on NHS Jobs for Procurement Administrator job \(opens in a new window\)](#) ^[27]

- **Procurement Officer**

Bolton, BL1 5DD

Salary:
£26530.00 to £29114.00

Type:
Permanent

Employer:
North West Ambulance Service NHS Trust
[Apply now on NHS Jobs for Procurement Officer job \(opens in a new window\)](#) ^[28]

- **Pharmacy Manager**

Ilfracombe, EX34 9DA

Salary:
Negotiable

Type:
Permanent

Employer:

Superdrug

[Apply now on NHS Jobs for Pharmacy Manager job \(opens in a new window\)](#) ^[29]

- **General Manager**

Sittingbourne, ME10 1QA

Salary:

£65000.00 to £68000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **Deputy Manager**

Beaconsfield, HP9 1AB

Salary:

£51500.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

[Apply now on NHS Jobs for Deputy Manager job \(opens in a new window\)](#) ^[31]

- **Practice Manager**

Cheltenham, GL52 6HS

Salary:

£40000.00 to £50000.00

Type:

Permanent

Employer:

Sixways

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

- **Home Manager**

Wigston, LE18 2BP

Salary:

£62000.00 to £62000.00

Type:

Permanent

Employer:

HC-One

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

- **Practice Manager**

Clacton on Sea, CO15 2NB

Salary:

Negotiable

Type:

Permanent

Employer:

Primary Care Careers

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

- **Operational Manager**

Mansfield, NG18 4GW

Salary:

£62215.00 to £72293.00

Type:

Permanent

Employer:

Nottinghamshire Healthcare NHS Foundation Trust

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

- **Operational Manager**

Mansfield, NG18 4GW

Salary:

£62215.00 to £72293.00

Type:

Permanent

Employer:

Nottinghamshire Healthcare NHS Foundation Trust

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

- **Finance Manager**

York, YO24 1GL

Salary:

£30144.00 to £39632.00

Type:

Fixed-Term

Employer:

St Leonard's Hospice

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

- **Ward Manager**

Swindon, SN3 6BB

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

HCRG Care Group

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

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

- **Team Manager**

Ramsgate, CT9 4BF

Salary:

£30826.00 to £30826.00

Type:

Permanent

Employer:

Mental Health Matters

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

- **Ward Manager**

Swansea, SA2 0GH

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Swansea Bay University Health Board

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

- **Ward Manager**

Liverpool, L14 5NX

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Mersey Care NHS Foundation Trust

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

- **Business Manager**

York, YO41 1PS

Salary:

£37663.00 to £42648.00

Type:

Permanent

Employer:

Practice Plus Group

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

- **Team Manager**

London, SW17 0YF

Salary:

£54320.00 to £60981.00

Type:

Permanent

Employer:

South West London and St Georges Mental Health NHS Trust

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

- **Practice Manager**

Dudley, DY2 0EF

Salary:

Negotiable

Type:

Permanent

Employer:

Dudley Wood Surgery

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

- **Data Manager**

London, NW1 2PG

Salary:

£35964.00 to £43780.00

Type:

Fixed-Term

Employer:

University College London Hospitals NHS Foundation Trust

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

- **Pharmacy Manager**

Redruth, TR15 2AF

Salary:

Negotiable

Type:

Permanent

Employer:

Superdrug

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

- **OPERATIONS MANAGER**

London, SE10 8EX

Lewisham, SE8 3BX

Salary:

£18.00 to £22.00

Type:

Permanent

Employer:

Burney Street Practice

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

- **Service Manager**

Swansea, SA2 8QA

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Swansea Bay University Health Board

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

- **Ward Manager**

Berwick upon Tweed, TD15 2DU

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Northumbria Healthcare NHS Foundation Trust

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

- **Ward Manager**

Mountain Ash, CF45 4BZ

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Cwm Taf Morgannwg University Health Board

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

- **Hospitality Manager**

Chertsey, KT16 9FS

Salary:

£40000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **Deputy Manager**

Cardiff, CF24 2BY

Salary:

£42427.47

Type:

Permanent

Employer:

involve Care & Support

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

- **Ward Manager**

London, EC1A 7BE

Salary:

£54320.00 to £60981.00

Type:

Fixed-Term

Employer:

Barts Health NHS Trust

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

- **General Manager**

48 Boundary Road, NW8 0HJ

Salary:

£80000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

[Apply now on NHS Jobs for General Manager job \(opens in a new window\)](#) ^[54]

- **General Manager**

48 Boundary Road, NW8 0HJ

Salary:

£80000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

[Apply now on NHS Jobs for General Manager job \(opens in a new window\)](#) ^[54]

- **Service Manager**

Huddersfield, HD1 3LT

Salary:

£29000.00 to £32000.00

Type:

Permanent

Employer:

Invictus Wellbeing

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

- **Service Manager**

Doncaster, DN4 8QN

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Rotherham Doncaster and South Humber NHSFT

[Apply now on NHS Jobs for Service Manager job \(opens in a new window\)](#) ^[56]

- **Compliance Manager**

Lincoln, LN4 2GW

Salary:

£34000.00 to £42000.00

Type:

Permanent

Employer:

Lincs & Notts Air Ambulance

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

- **Practice Manager**

Leeds, LS12 5SG

Salary:

Negotiable

Type:

Permanent

Employer:

Whitehall Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) ^[58]

- **Mortuary Manager**

Darlington, DL3 6HX

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

County Durham & Darlington NHS Foundation Trust

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

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

- **Hospital Manager**

Swindon, SN3 3RB

Salary:

Negotiable

Type:

Permanent

Employer:

CHEC

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

- **Assistant Manager**

Cambridge, CB4 1ER

Salary:

Negotiable

Type:

Permanent

Employer:

Red House Surgery

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

- **Pharmacy Manager**

Eastleigh, SO53 2DW

Salary:

Negotiable

Type:

Permanent

Employer:

Nuffield Health

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

• Further information

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

- [The Chartered Institute of Purchasing and Supply](#) ^[64] (CIPS)
- [CIPS Be a buyer website](#) ^[65]

Other roles that may interest you

- [Estates manager](#) ^[66]
- [Project manager](#) ^[67]
- [Strategic management](#) ^[68]
- [Experienced paramedic](#) ^[69]

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