

# 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**

Stockport, SK2 7JE

Salary:

£38682.00 to £46580.00

Type:

Fixed-Term

Employer:

Stockport NHS Foundation Trust

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

- **Contracts Manager**

Liverpool, L7 8YE

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Liverpool University Hospitals NHS Foundation Trust

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

- **Procurement Manager**

Leicester, LE1 1FZ

Salary:

£49764.00 to £52805.00

Type:

Permanent

Employer:

Leicester City Council

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

- **Research Contracts Manager**

London, W12 0HS

Salary:

£64156.00 to £71148.00

Type:

Permanent

Employer:

Imperial College Healthcare NHS Trust

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

- **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 \(opens in a new window\)](#) <sup>[10]</sup>

- **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 \(opens in a new window\)](#) <sup>[11]</sup>

- **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 \(opens in a new window\)](#) <sup>[12]</sup>

- **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 \(opens in a new window\)](#) <sup>[13]</sup>

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

- **Contracts and Procurement Coordinator**

Lowestoft, NR32 1DE

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

East Coast Community Healthcare CIC

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

- **Senior Finance and Contracts Manager (NIHR) (XN07)**

Leeds, LS1 2TW

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for Senior Finance and Contracts Manager \(NIHR\) \(XN07\) job \(opens in a new window\)](#) <sup>[16]</sup>

- **Procurement Materials Management Officer**

St Leonards, BH24 1XW

Salary:

£16857.00 to £18499.00

Type:

Permanent

Employer:

Dorset HealthCare University NHS Foundation Trust

[Apply now on NHS Jobs for Procurement Materials Management Officer job \(opens in a new window\)](#) <sup>[17]</sup>

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

- **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 \(opens in a new window\)](#) <sup>[19]</sup>

- **Operations Manager /Deputy Practice Manager**

Chester le Street, DH3 3SL

Chester Le Street, DH3 3QD

Washington, NE38 9EJ

Salary:

£30000.00 to £34500.00

Type:

Permanent

Employer:

Bridge End Surgery

[Apply now on NHS Jobs for Operations Manager /Deputy Practice Manager job \(opens in a new window\)](#) <sup>[20]</sup>

- **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 \(opens in a new window\)](#) <sup>[21]</sup>

- **Procurement Technician**

Warwick, CV34 5BW

Salary:

£34108.00

Type:

Permanent

Employer:

SWFT Clinical Services Ltd

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

<sup>[22]</sup>

- **Operations Manager (Registered Manager) Childrens Homes**

Chieveley, RG18 9NU

Salary:

£60000.00 to £75000.00

Type:

Permanent

Employer:

Prior's Court Foundation

[Apply now on NHS Jobs for Operations Manager \(Registered Manager\) Childrens Homes job \(opens in a new window\)](#) <sup>[23]</sup>

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

- **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 \(opens in a new window\)](#) <sup>[25]</sup>

- **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 \(opens in a new window\)](#) <sup>[26]</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>[27]</sup>

- **Theatre Manager**

Leicester, LE5 1HY

Salary:

Negotiable

Type:

Permanent

Employer:

Nuffield Health

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

- **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 \(opens in a new window\)](#) <sup>[29]</sup>

- **Energy Manager**

Basingstoke or Winchester, RG24 9NA

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Hampshire Hospitals NHS Foundation Trust

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

- **Reception Manager**

Wallasey, CH45 5LN

Salary:

Negotiable

Type:

Permanent

Employer:

St Georges Medical Centre

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

- **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 \(opens in a new window\)](#) <sup>[32]</sup>

- **Care Manager**

Ipswich, IP3 8NS

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

East Anglia's Children's Hospices

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

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

<sup>[34]</sup>

- **Practice Manager**

Hounslow, TW3 3ET

Salary:

Negotiable

Type:

Permanent

Employer:

Bath Road Surgery

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

- **Divisional Manager**

London, NW1 2BU

Salary:

£117645.00 to £134103.00

Type:

Fixed-Term

Employer:

University College London Hospitals NHS Foundation Trust

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

- **Practice Manager**

Brighouse, HD6 1AT

Salary:

Negotiable

Type:

Permanent

Employer:

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

- **Reception Manager**

London, E2 9LS

Salary:

Negotiable

Type:

Permanent

Employer:

The Mission Practice

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

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

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

- **Support Manager**

Newcastle, NE3 3XT

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Cumbria, Northumberland, Tyne and wear (CNTW) NHS Foundation Trust

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

- **Team Manager**

Sunderland, SR2 0NB

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>[42]</sup>

- **Reception Manager**

Southend-on-Sea, SS1 3HD

Southend-on-sea, SS3 8UT

Salary:

£13.00

Type:

Permanent

Employer:

Southend Coastal Surgeries

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

- **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 \(opens in a new window\)](#) <sup>[44]</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>[45]</sup>

- **Team Manager**

Chieveley, RG18 9NU

Salary:

£30000.00 to £33000.00

Type:

Permanent

Employer:

Prior's Court Foundation

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

- **Practice Manager**

Colchester, CO3 4LN

Salary:

Negotiable

Type:

Permanent

Employer:

Primary Care Careers

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

- **Ward Manager**

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 Ward Manager job \(opens in a new window\)](#) <sup>[48]</sup>

- **Practice Manager**

Birmingham, B18 7AL

Salary:

Negotiable

Type:

Permanent

Employer:

Cavendish Medical Practice

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

- **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 \(opens in a new window\)](#) <sup>[50]</sup>

- **Centre Manager**

Liverpool, L8 7NG

Salary:

£33000.00

Type:

Fixed-Term

Employer:

James' Place Charity

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

- **Ward Manager**

London, E13 8SL

Salary:

£53751.00 to £60651.00

Type:

Permanent

Employer:

Barts Health NHS Trust

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

- **Unit Manager**

Merthyr Tydfil, CF47 9DT

Salary:

£48527.00 to £55532.00

Type:

Secondment

Employer:

Cwm Taf Morgannwg University Health Board

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

- **Estates Manager**

Southend on Sea, SS2 6PR

Salary:

£43000.00

Type:

Permanent

Employer:

Havens Hospices

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

- **Project Manager**

Bristol, BS2 8HW

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

University Hospitals Bristol and Weston NHS Foundation Trust (UHBW)

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

- **Reception Manager**

London, NW11 9AY

Salary:

Negotiable

Type:

Permanent

Employer:

The Practice@188

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

- **Centre Manager**

London, WC1N 3AJ

Salary:

Negotiable

Type:

Permanent

Employer:

Amethyst Radiotherapy



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

- **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 \(opens in a new window\)](#) <sup>[58]</sup>

- **Therapy Manager**

Exmouth, EX8 2JN

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Royal Devon University Healthcare NHS Foundation Trust

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

- **Practice Manager**

London, W1T 6EU

Salary:

Negotiable

Type:

Permanent

Employer:

Fitzrovia Medical Centre

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

- **Operations Manager**

St. Albans, AL1 3HD

Salary:

Negotiable

Type:

Permanent

Employer:

Parkbury House Surgery

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

- **Home Manager**

Pencoed, CF35 5LP

Salary:

Negotiable

Type:

Permanent

Employer:

HC-One

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

- **Practice Manager**

Saltash, PL12 4BU

Salary:

Negotiable

Type:

Permanent

Employer:

Port View Surgery

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

- **Ward Manager**

Nottingham, NG12 4GA

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

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

- **Theatre Manager**

Cambridge, CB24 9EL

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

[Apply now on NHS Jobs for Theatre Manager job \(opens in a new window\)](#) <sup>[65]</sup>

## • Further information

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

- [The Chartered Institute of Purchasing and Supply](#) <sup>[66]</sup> (CIPS)
- [CIPS Be a buyer website](#) <sup>[67]</sup>

## Other roles that may interest you

- [Estates manager](#) <sup>[68]</sup>
- [Project manager](#) <sup>[69]</sup>
- [Strategic management](#) <sup>[70]</sup>
- [Knowledge and library services](#) <sup>[71]</sup>

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