

Job description

Procurement Contract Manager

Location: Beaconsfield, Oxfordshire (Part remote, national travel required)

Reports to: Procurement Manager

Working with: Group & Commercial Finance, Operational Leaders, Clinical Governance, Legal, Capital Projects & Procurement, External Vendors

About InHealth

InHealth is recognised as the UK's largest provider of specialist diagnostic and healthcare services, with a workforce of 3,500 staff and an annual turnover of over £350m. Guided by our purpose to Make Healthcare Better, InHealth works closely with the NHS and other healthcare providers to deliver improved patient outcomes.

Central to InHealth's mission is the aim to provide high-quality local care to over seven million patients by 2030 through our partnerships with the NHS and other healthcare providers. Enhancing access to diagnostics is central to this mission and aligns with the Government's strategy to reduce waiting times and shift the healthcare focus from treatment to prevention. By facilitating earlier diagnosis, we improve healthcare outcomes and play a crucial role supporting the NHS to achieve its objectives.

Our Values

As a values-based organisation, InHealth is committed to principles that inform its actions and behaviours. These values — Trust, Passion, Care, and Creativity — are inspired by the core purpose of making healthcare better. They shape the way the organisation interacts with patients, customers, and colleagues, ensuring a consistent and positive approach across all areas.

Introduction

The Procurement Contracts Manager, working in conjunction with the Procurement Business Partner act as the operational link between procurement and operational departments, and our Suppliers. Ensuring that procurement activities support clinical and non-clinical objectives while delivering value for money, compliance, sustainability, and high-quality patient outcomes.

This role involves working closely with stakeholders across healthcare services to develop and manage supplier relationships, oversee contract performance, deliver value through effective contract management, support procurement projects, and ensure compliance with UK public procurement regulations and organisational policies.

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What you are responsible for

Strategic Procurement

- Support to develop and implement procurement strategies aligned with organisational goals and healthcare priorities.
- Support procurement initiatives that improve cost efficiency, quality, and service delivery.
- Support transformation programmes by identifying procurement opportunities and delivering commercial solutions.
- Provide contract management and supplier performance advice, buyer and product advice to senior managers and clinical stakeholders.

Stakeholder Management

- Build strong relationships with clinical and non-clinical departments.
- Act as a trusted advisor on contract management, supplier performance and commercial obligations.
- Challenge and influence stakeholders to adopt best procurement practices.
- Support procurement planning with budget holders and service managers.

Supplier Relationship Management

- Develop effective relationships with suppliers and framework providers.
- Conduct contract and supplier performance reviews addressing service issues, risks and improvement actions.
- Support innovation through engagement with existing and potential suppliers.
- Ensure suppliers meet contractual obligations, quality standards, sustainability commitments, and regulatory requirements.

Commercial and Financial Management

- Support to deliver cash-releasing and non-cash-releasing savings targets.
- Analyse expenditure and market trends to identify opportunities in support of Business Analysts
- Support the production of business cases and procurement reports.
- Support value-for-money initiatives through effective contract management, supplier performance and benefits realisation across the organisation.
- Monitor, evidence and report contract benefits, value improvement initiatives and commercial outcomes.

Governance and Compliance

- Ensure compliance with the Procurement Act 2023, NHS Provider Selection Regime, Public Contracts Regulations (where applicable), Standing Financial Instructions (SFIs), Standing Orders and organisational policies.
- Maintain an up-to-date understanding of relevant legislation, regulatory requirements and procurement best practice, ensuring that procurement and contract management activities remain compliant.
- Support compliance with UK GDPR, Data Protection Act 2018, Equality Act 2010, Modern Slavery Act 2015, Bribery Act 2010 and other legislation relevant to supplier management and procurement activity.
- Support internal and external audits, providing evidence of compliance, contract governance and procurement assurance.
- Identify, assess and escalate contractual, regulatory and commercial risks, implementing mitigating actions where appropriate.
- Ensure supplier contracts contain appropriate governance, information governance, safeguarding, sustainability and compliance provisions.
- Promote ethical procurement, transparency and accountability across all procurement and supplier management activities.

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Sustainability and Social Value

- Support net-zero objectives and social value commitments.

Professional Development and Continuing Professional Development (CPD)

- Maintain professional competence through ongoing Continuing Professional Development (CPD).
- Complete all mandatory, statutory and role-specific training requirements within required timescales.
- Maintain awareness of changes in procurement legislation, NHS guidance, commercial practice and contract management methodologies.
- Actively pursue opportunities to enhance procurement, commercial, analytical and contract management skills through training, qualifications and professional networking.
- Maintain membership of relevant professional bodies where appropriate and progress professional qualifications, including CIPS.
- Apply learning from CPD activities to improve procurement outcomes, supplier performance and organisational value.
- Share knowledge and best practice with colleagues and stakeholders to support organisational capability and continuous improvement.

What people see in you

- An experienced Procurement Contract Management professional with a focus on quality, safety and achieving results
- A credible, calm and confident person who inspires trust and accountability
- A collaborative and inclusive team player who builds effective relationships at all levels
- A resilient individual who thrives in complex, fast-paced environments
- A role model for professionalism, integrity and patient-centred leadership
- A proactive and curious Procurement Professional who seeks to understand “how to get better value” in all areas of procurement
- Strong attention to detail with a focus on accuracy and data integrity
- A clear communicator who can simplify procurement processes
- Organised, reliable, and able to manage competing priorities
- A collaborative team player who builds strong working relationships

You will

- Be a self-starter with strong emotional intelligence, building trust quickly and working effectively at all levels
- Support projects in line with InHealth values and role-model expected behaviours
- Demonstrate credible experience of managing contract performance, supplier relationships, KPIs and service delivery across multiple categories
- Balance day-to-day delivery with projects for change, improvement and growth
- Communicate with impact—prioritising competing demands and working at pace when required

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- Be resilient and adaptable in a changing environment, adjusting plans to meet emerging needs
- Use data, KPIs and insight to drive contract performance, supplier governance, value realisation and continuous improvement
- Demonstrate commercial acumen, understanding income, costs and contractual levers to support sustainable growth and seeking advice where needed
- Demonstrate strong stakeholder management, influencing suppliers/partners and to deliver contracted outcomes
- Follow strong operational governance frameworks—reporting risk, incidents and complaints with learning and improvement at the centre
- Lead service mobilisation and change programmes, realising benefits and managing operational risk where required
- Maintain a high-quality, patient-centred service mindset and lead by example on standards, governance and safety using feedback to improve pathways and service quality
- Be degree educated (or equivalent) and willing to travel across the UK as required; a full UK driving licence is desirable

You have experience of

- 4+ years' Experience of working in similar Procurement Roles
- Experience of using Purchase Order management tools/software
- Strong Excel skills (lookups, pivot tables, basic modelling)
- Ability to analyse and interpret data
- Managing data and records accordingly
- Clear written and verbal communication
- Ability to manage deadlines and prioritise work
- Able to work on own initiative and support others
- Be qualified to at least Level 2 of CIPs (working towards level 3)
- Have demonstratable evidence of successful contract management, supplier governance and service improvements that delivers best value

Additional Duties and Responsibilities

It should be noted that the duties outlined are not exhaustive. All members of InHealth may be asked to undertake additional tasks, provided these are within their capability. All staff must engage in appraisals, annual self-declaration, training and self-development to meet organisational standards. Strict compliance with statutory and company policies is mandatory for operational effectiveness.