

Job Description: NHS Contracts Manager

General role information	
Job Title:	NHS Contracts Manager
Reporting to:	Head of Business Development
Salary Band:	G ROUK £37,522.87 - £47,966.89 London £41,275.16 - £52,763.58
Notice period:	4 weeks
Budget Responsibility?	No
Contract type?	Permanent
Direct Reports?	No
Client facing role?	No
Key stakeholders – internal?	Yes
Key stakeholders – external?	Yes
About MSI Reproductive Choices	
Only when choice is a reality for each of us, can we create a better, more equal world for everyone. Here at MSI Reproductive Choices UK (MSI UK) we are proud to be a social enterprise that is changing the world for the better, we reinvest and donate our profits towards creating a positive social change across 37 countries globally. As one of the world's leading providers of sexual and reproductive healthcare our aim is simple: to empower clients to make the reproductive choices that are right for them. That is what we mean by client-centred care. At MSI Reproductive Choices UK our client-centred care philosophy means respecting our clients as active partners in their own service, caring about who our clients are, their experiences, and how they feel before, during and after they access care with us. MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.	

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

Resourcinguk@MSIChoices.org

Job Description: NHS Contracts Manager

The department / team

A highly focussed and motivated Business Development and Engagement Division – with a remit to contract manage and increase new business in key areas including termination of pregnancy, contraception and vasectomy services.

The role

To account manage regional contracts in an effective and pro-active manner to ensure the on-going management and maintenance of existing business including exploring opportunities to develop and grow contracts within an allocated region.

Key responsibilities

- Lead comprehensive contract management across all regional contracts, working collaboratively with key internal stakeholders
- Identify, research, and develop new business opportunities within the region, contributing to sustainable growth
- Drive the development and optimisation of existing contracts to maximise performance and value
- Monitor and interpret changes in the healthcare landscape, assessing potential opportunities and risks for MSI
- Proactively identify and respond to emerging opportunities and threats, ensuring strategic alignment
- Work in partnership with the Divisional Lead and Associate Director of Business Development and Engagement to inform and contribute to regional and organisational business planning
- Ensure visibility and awareness of all relevant tender opportunities, coordinating timely and effective responses
- Build and maintain strong external stakeholder relationships, including commissioners and key partners, to support business development objectives
- Undertake competitor analysis, providing regular insights to inform strategic positioning
- Lead on fee setting and contract negotiations within the region, ensuring favourable and sustainable outcomes
- Arrange and represent MSI at meetings and presentations with key healthcare stakeholders
- Identify and attend relevant conferences and industry events to enhance organisational presence and intelligence gathering
- Collaborate with digital marketing and brand & communications team to inform and support new marketing initiatives
- Contribute to the development and delivery of local marketing strategies, ensuring alignment with regional objectives
- Provide insight on local advertising and promotional opportunities to support targeted engagement
- Offer intelligence and feedback on healthcare professionals and networks to strengthen marketing and engagement approaches

Key Skills and Experience

To perform this role, it is essential that you have the following skills:

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Job Description: NHS Contracts Manager

- Ability to work in a diverse and inclusive environment, respecting and collaborating with all individuals equally, and with a commitment to overcome bias and prejudice

To perform this role, it is **essential** that you have the following experience:

- Sound knowledge of the healthcare sector or significance transferable skills
- Previous experience in contract management and relationship management
- Previous track record in business improvement and growth
- Significant expertise in all areas of contract management and business development including strategy, forging partnerships and project reporting
- Used to presenting to both small and large groups
- IT literate
- Negotiation techniques
- Excellent organisational and time management skills
- Ability to work in a diverse and inclusive environment, respecting and collaborating with all individuals equally, and with a commitment to overcome bias and prejudice

Formal Education/qualification

- GCSE standard or equivalent in Maths and English
- Ideally educated to degree level or equivalent
- Full drivers' licence, own car

Personal Attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, all united by a belief in our mission and a focus on delivering measurable results. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, curious, resilient, and solutions-oriented, and be committed to promoting equality, and safeguarding the welfare of team members and clients alike.

For this role, we're looking for an individual who is:

- Pro-choice, support and adhere to MSI vision and goals.
- Dynamic, confident, and creative individual with the ability to show excellent use of initiative.
- Enthusiastic and self-motivated team player.
- Diplomatic
- Persistent/tenacious
- Organised and process oriented, with an attention to detail and able to prioritise workload.
- Ability to achieve results
- Customer focused, responsive to changing priorities and demands.
- Strong interpersonal and professional communication skills; both written and verbal
- Ability to analyse complex problems in a structured manner whilst working under pressure.
- Flexible and reliable whilst focused on delivery with a 'can do' approach.
- Committed to personal development
- Committed to the protection of team members and clients, with a focus on vulnerable groups

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- Able to role-model inclusive and culturally sensitive attitudes and behaviours

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Signature

By signing below, you indicate that you have read and agree to this job description.

Full name:

Signature:

Date: