

## Streets Heaver Healthcare Computing

### Job Description

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**Job Title:**

Contract Manager

**Main purpose of role:**

To enhance the commercial and procurement effectiveness of Streets Heaver's healthcare operations by managing supplier and customer contracts, optimising procurement strategies, and ensuring compliance with NHS frameworks and healthcare regulations. This role ensures that all third-party engagements and internal procurement processes support the delivery of safe, cost-effective, and compliant healthcare technology solutions.

**Annual salary:**

£38,500 to £50,000

**Employment Type:**

Full Time : (08:30 to 17:15, Mon to Fri)

**Job location:**

Lincoln - Hybrid working (with in office contract) – Minimum of 2 days in the office per week with regular in-office team meetings each month – You can expect to be in the office around 8-10 days a month.

**Reporting to:**

Head of Commercials

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**Duties and Responsibilities:**

- Lead the procurement and contract management lifecycle for healthcare-related goods and services, including software and IT services.
- Draft, review, and negotiate a wide range of supplier and customer contracts, including SaaS agreements, NHS framework contracts, SLAs, DPAs, and licensing terms.
- Ensure all procurement activities align with NHS procurement regulations, public sector frameworks, and internal governance.
- Collaborate with finance, sales, and operational teams to align contract terms with business goals and risk appetite.
- Maintain and update procurement documentation, including contract templates, clause libraries, and procurement playbooks.
- Manage supplier onboarding, due diligence, and performance monitoring, including completion of Supplier Due Diligence Questionnaires and DPIAs.
- Track contract status, renewals, break clauses, and obligations using contract management tools (e.g., Salesforce CRM).
- Provide procurement and contractual guidance to internal stakeholders, ensuring compliance with GDPR, ISO standards, and NHS Digital requirements.
- Maintain a working knowledge of Streets Heaver's products and services to support procurement and contracting decisions.
- Stay up to date with healthcare procurement trends, NHS policy changes, and sector regulations.
- Any other such duties that may be reasonably required.

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#### Essential skills

- Proven experience in procurement and contract management, ideally within healthcare, public sector, or technology environments.
- Strong understanding of contract law, including drafting and negotiating commercial agreements (e.g., SaaS, SLAs, DPAs).
- Familiarity with NHS procurement frameworks, public sector regulations, and governance processes.
- Ability to work collaboratively across departments (e.g., finance, sales, operations) to align contract terms with business needs.
- Excellent written and verbal communication skills, with the ability to explain complex contractual concepts clearly.
- Strong attention to detail and organisational skills, with experience managing contract lifecycles and tracking key milestones.
- Proficiency with contract management tools (e.g., Salesforce CRM or similar platforms).
- Working knowledge of GDPR, ISO standards, and NHS Digital requirements.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.

#### Desirable skills

- Knowledge of Salesforce CRM
- Familiarity with NHS Terms and Government Framework Contracts.
- Understanding of industry quality and information security standards & regulations i.e ISO9001, ISO27001, Cyber Essentials Scheme, UK/EU GDPR.

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#### Why you should pick us:

- **Dedicated PDP time:** We give you dedicated time to be spent on your personal development each week.
- **We'll help grow your knowledge:** We have a dedicated internal Learning and Development department to help upskill you throughout your career with us.
- **Everyone needs a break sometimes:** We give 22 days' annual leave, plus bank holidays (increasing with service).
- **To help you celebrate:** We provide an extra day off for your Birthday.
- **Make a difference:** Enjoy an extra day off annually to dedicate to volunteering and giving back to the community.
- **Team building is important:** We have a departmental outings budget so everyone can get to know each other outside of work. We also have regular companywide events.
- **New starter WFH allowance:** Outside of your technical equipment, which we of course provide, we also give £100 Work from Home Allowance to go toward anything else.
- **Thinking of the future:** We have Pension & Private Healthcare Insurance schemes.
- **Drive green:** Take advantage of our electric car leasing scheme via salary sacrifice.

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#### Employment is subject to:

- Successful completion of DBS check with annual renewal
- Proof of eligibility to work in the UK

**The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.**