

We're looking for a **Contract Manager** to join our National team, working on the delivery of three key contracts for our Primary Care software solutions.

If you have experience from working in contracts administration or management, or in Project Management but are looking to make a move into a contracts focused role, then this could be a great new job opportunity for you.

### **About this role**

You'll join our National Contract team working with key clients and partners in the primary care sector, with this role focusing on three core contracts.

You'll be working closely with the National Contracts Manager and Programme Manager to ensure the successful and timely delivery of the contract deliverables for the Vision software solutions to the UK MoD, NHS Digital and BSO. You'll also engage and liaise with internal stakeholders across all areas of the business, including Product and Development, along with a wide variety of contacts within the relevant contract authorities.

The role will involve managing communications and reporting, along with ensuring effective quality assurance in line with the contract requirements.

### **The person we're looking for**

- Has good knowledge of contract management, or of project management to apply to contract management
- The ability to understand contract documentation
- Has knowledge of techniques to plan, monitor and report on progress
- Has knowledge of project management methods
- Is able to utilise and learn a variety of internal and external software tools
- Is someone who's highly organised and has a very high level of attention to detail
- Possesses excellent (written and verbal) communication skills and is able to engage effectively with stakeholders internally and externally
- Is naturally inquisitive and has good problem solving skills
- Has strong administrative skills
- Is proactive, confident and self-assured

It would be really useful if you've had prior experience in a contracts or project role within the technology industry, and/or of working in a highly complex government or healthcare environment, but it's not essential.

### **What we offer**

We have a friendly, supportive and focused working environment. You'll be part of a team who take great pride in what they do, the value of our contracts for the business and the positive impact our products and solutions have on a huge range of healthcare services across the UK.

We're offering a competitive salary with an excellent range of employee benefits - including matched pension, health cash plan and a well-being allowance - plus personal

development and opportunities for your career progression and growth longer term. Our teams enjoy a variety of work-related events as well as regular social activities in and out of the office.

### **Other information**

This is a permanent, full-time role.

Flexible on working location; it can be based fully remote from home (England/UK), in one of the UK group offices, or a split of home/office working.

£35-48k + benefits

Please note: Security clearance will be required for this role – if you do not currently hold this, the company will apply for and process this (any offer will be subject to successful clearance being obtained)

If this is just the role you've been looking for, please [apply directly](#) on our UK recruitment portal or email any queries to our recruitment team [here](#), thank you.