

About us...

Lincolnshire



Lincolnshire Co-op, based in the historic city of Lincoln, is one of the most successful and progressive independent co-operatives in the country, with an annual turnover in excess of £300 million.

Essential Information – what you need to know

Job purpose:

- Taking a lead role by working closely with colleagues from across the business during the build / refit of their premises.
- Being involved with projects from initial conception through design, construction and to completion.
- Ensuring that all projects are completed to time, within agreed standards and to budget.

You'll report to:

- Development and Acquisitions Manager

Your hours

- 37.5 hours per week

Your relationships:

- A wide range of internal and external contacts, networks and collaborative partnerships.
- Key internal relationships include Trading, Finance and Property teams, as well as support teams including IT, Communications, Marketing and Health and Safety.

What you'll bring to us:

- Proven experience in a similar role and environment.
- Extensive project management experience
- Understanding of commercial and residential property design & build.
- Understanding of commercial and residential property re-development.
- Knowledge of CDM 2015 legislation and other property legislation.
- A good working knowledge of health and safety, specifically in relation to management of buildings and works.
- Knowledge of commercial retail refrigeration.
- Knowledge of commercial and residential M&E requirements.
- Previous knowledge and experience of AutoCAD.
- Previous knowledge and experience of Microsoft Office, especially Microsoft Projects.
- Knowledge of property law, regulations and industry standards.
- Excellent communication and organisational skills.
- The ability to multi-task and handle conflicting deadlines.
- A full driving licence and the flexibility to travel throughout the UK.



Providing and supporting
valued services



Helping to grow the
local economy



Caring for our
health and wellbeing



Looking after
our local environment

Together we are...

Your Purpose – I will contribute to my team and the Society's ongoing success in this role by...

Your duties and responsibilities:

- Developing comprehensive project specifications in collaboration with stakeholders, ensuring all technical requirements, objectives and constraints are clearly defined.
- Creating accurate and detailed project costings, including materials, labour, permits and contingencies, whilst continuously monitoring budget performance.
- Overseeing the production and approval of detailed project work schedules, ensuring all milestones, deliverables and deadlines are clearly outlined and agreed upon by all parties.
- Coordinating and scheduling necessary resources, including the commissioning of consultants, contractors and suppliers, to ensure timely project execution.
- Ensuring adherence to quality standards and specifications, conducting regular audits to verify compliance with project requirements and industry best practices.
- Monitoring project progress closely, identifying deviations from plans, and implementing corrective actions to keep the project on track.
- Ensuring all project work complies with relevant legislation, regulations, and safety standards, maintaining a thorough understanding of legal requirements and industry standards.



Together we are...

- **Helpful** – we'll look for ways to make a difference
- **Inspiring** – we'll help everyone be the best they can be
- **Trustworthy** – we can be relied on

Your Approach – how you will contribute to your team and the Society's ongoing success in this role.

I will be helpful by:

- Responding positively to requests from colleagues and customers.
- Trying to get it right first time.
- Resolving customer complaints and take corrective action.
- Sharing my knowledge with my colleagues.
- Offering to help before being asked.
- Going above and beyond.
- Contributing to the team and its success.

I will inspire others by:

- Supporting and encouraging one another.
- Being a positive role model.
- Listening and learning from my colleagues and line manager.
- Building strong relationships with customers and colleagues.
- Suggesting new ideas and trying new things.
- Taking pride in my work and celebrating success.

I will be trustworthy by:

- Using good judgement in all situations.
- Being open and honest.
- Take responsibility for my work and delivering positive outcomes.
- Treating everyone fairly and with respect.
- Doing my best for each other and our communities.



Your behaviours

- Adhering to Principles and Values** – responding suitably to values-led decisions
- Presenting and Communicating Information** – translating information appropriately
- Deciding and initiating Action** – setting a clear direction for others
- Working with People** – building a strong and adaptable team

Your Behaviours – how you will contribute to your team and the Society’s ongoing success in this role.

I will adhere to the principles and values of the Society by:

- Being honest, transparent and consistent in all actions and communications.
- Treating others with dignity and respect, valuing their diversity and different perspectives.
- Listening actively and consider the opinions of others.
- Taking accountability for my actions and decisions.
- Fostering a spirit of teamwork, co-operation and positive relationships.

I will present and communicate information clearly by:

- Tailoring my communication to the level of understanding and background of the audience.
- Paying close attention to others when they speak.
- Providing examples to illustrate complex concepts to make my message more relatable.
- Encouraging feedback and questions from colleagues to clarify understanding.

I take the appropriate action where possible by:

- Assess the situation thoroughly to understand the context and implications.
- Identify the main objectives or goals to be achieved through the action.
- Brainstorm potential strategies or approaches to address the situation effectively.
- Prioritise tasks and determine the sequence of actions to be taken.

I will work collaboratively with my colleagues by:

- Demonstrating an interest in and understanding of others.
- Recognising and rewarding the contribution of others.
- Listening and consulting with others and communicating appropriately.
- Supporting and caring for colleagues.
- Developing and openly communicating self-insight such as an awareness of own strengths and weaknesses.