

About us...

Lincolnshire



Lincolnshire Co-op is a long-standing, community-focused organisation proud to serve the people of Lincolnshire and surrounding counties. Our Support Centre, based in Lincoln, is the operational heart of our business. It's home to a range of specialist teams who work behind the scenes to support our front-line colleagues and ensure we deliver exceptional service across all our trading areas.

Essential Information – *what you need to know*

Job purpose:

- Working within the master data team to ensure compliance to data standards and processes, including capture and validation, monitoring and improving pricing and data quality.
- Continually supporting operations by identifying, driving and implementing process changes and improvements for simplification and right first-time execution.

You'll report to:

- Commercial Administration Manager

Your hours:

- 37.5 hours per week (FTE)

Your relationships:

- Colleagues from within the Commercial team, including operational management.
- Colleagues from across Lincolnshire Co-op, including People, Learning and Development, Communications, Health, Safety and Security among others.
- Customers, clients, suppliers and stakeholders involved with our supply chain.

What you'll bring to us:

- Previous experience in a similar role would be advantageous, preferably in the FMCG and/or pharmaceutical industry.
- Knowledge of and practical use of master data systems/tools, including dashboard and exception reporting would be beneficial.
- Experience of manipulating large data sets and data input and an ability to interpret pricing data for accuracy.
- Interest in data mining and storytelling to turn data into actionable insights.
- A pro-active nature with a willingness to investigate problems and suggest solutions.
- Proficient in the use of Office 365 (Outlook, Word, Excel, etc.).



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:	<ul style="list-style-type: none">- Working within the Master Data team to ensure compliance with data standards, processes, and governance frameworks.- Taking responsibility for data stewardship services in line with agreed Service Level Agreements (SLAs).- Entering and enriching product portfolio data from all suppliers to maintain accurate and up-to-date records.- Using off-system data to replicate, test, and maintain pricing strategies across the portfolio.- Monitoring and maintaining service alerts, contract details, supplier and site data, and commercial merchandise structures.- Conducting investigations to resolve data-related alerts, following defined processes and escalating issues where necessary.- Supporting the Accounts Payable function by identifying and correcting mismatches between purchase orders and invoice data.- Analysing and producing reports for price comparison, promotional pricing analysis, and to support commercial decision-making.- Correcting errors and maintaining the integrity of pricing data across all relevant systems.- Conducting cyclical data reviews in collaboration with the Management Information team to cleanse or purge outdated records.- Maintaining replenishment cycles in partnership with the Forecast and Replenishment team, using bulk uploads or manual entry as required.- Providing subject matter expertise to ensure the accuracy of data reports used in commercial planning and operational decision-making.- Contributing to informed decision-making through accurate data input, 'what if' analysis, sales projections, and commercial impact assessments.- Applying a continuous improvement mindset to all processes, championing simplification and right-first-time execution.- Supporting operational teams by identifying, driving, and implementing improvements in data handling and pricing workflows.- Capturing and validating product and pricing data to support consistency, accuracy, and business readiness.- Reporting key data quality trends and metrics to stakeholders to enhance transparency and drive accountability.- Liaising with cross-functional teams to ensure data accuracy and alignment across business units and systems.
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Together we THRIVE...

- **Trustworthy** – we do what we say we’ll do and trust others to deliver to the best of their ability
- **Helpful** - we support and challenge each other collaboratively, no matter the role or level.
- **Respectful** - we listen to other views and opinions with consideration and celebrate differences.
- **Inspiring** - we role model what good looks like and lead by example to be better.
- **Valued** - we recognise achievements and appreciate everyone’s contributions.
- **Empowered** - we listen and encourage each other to take opportunities.

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

I will be trustworthy by:	<ul style="list-style-type: none">- Ensuring compliance with data standards, processes, and governance.- Maintaining accurate supplier, site, contract, and pricing records.- Conducting regular data reviews to cleanse and purge outdated records.- Reporting key data quality trends and metrics to stakeholders.
I will be helpful by:	<ul style="list-style-type: none">- Supporting Accounts Payable by resolving mismatches in orders and invoices.- Providing subject matter expertise to teams using data for planning.- Collaborating with replenishment and MI teams to maintain data accuracy.- Liaising with cross-functional teams to align data across systems.
I will be respectful by:	<ul style="list-style-type: none">- Following defined processes when investigating and escalating alerts.- Capturing and validating product and pricing data to support consistency.- Listening to stakeholder needs and providing accurate reports.- Supporting commercial teams by maintaining integrity in pricing data.
I will inspire others by:	<ul style="list-style-type: none">- Producing reports for price comparison and promotional analysis.- Contributing to decision-making through accurate data and insights.- Enabling commercial impact assessments and scenario modelling.- Championing a ‘right first time’ culture in all data handling.
I will value people by:	<ul style="list-style-type: none">- Entering and enriching product portfolio data from suppliers.- Maintaining replenishment cycles through uploads or manual entry.- Delivering data accuracy that underpins commercial performance.- Supporting operational teams with reliable information.
I will empower others by:	<ul style="list-style-type: none">- Taking ownership of data stewardship services within SLAs.- Using off-system data to test and maintain pricing strategies.- Driving improvements in data handling and workflows.- Applying continuous improvement to simplify processes.