

About us...



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

<p>Job purpose:</p>	<ul style="list-style-type: none"> - Taking responsibility for executing the format strategy and principles (provided by the Format and Proposition team) across the merchandisable space within the Lincolnshire coop portfolio. - Determining the split of space across our categories using insights from sales data, shopping missions and market trends to align with our financial and operational goals. - Driving improvements in store layout and space productivity, ensuring a consistent and customer-friendly shopping experience.
<p>You'll report to:</p>	<ul style="list-style-type: none"> - Head of Commercial
<p>Your hours</p>	<ul style="list-style-type: none"> - 39 hours per week.
<p>Your relationships:</p>	<ul style="list-style-type: none"> - Colleagues within the Commercial team, including operational management. - Colleagues from across the wider food store teams. - Colleagues within the wider organisation which include People Services, Health & Safety, Learning & Development, Format and Proposition etc. - Customers at all levels and partners from our local community groups.
<p>What you'll bring to us:</p>	<ul style="list-style-type: none"> - Previous experience in a space planning or category development role is desirable. - Experience in a retail operations environment, ideally convenience food, is desirable. - Experience in opening new retail stores is desirable. - Proven ability in building relationships both internally and externally. - A pro-active nature with a willingness to investigate problems and suggest solutions. - Proficient in the use of Office 365 (Outlook, Word, Excel, etc.). - Proficient in the use of CAD or similar layout design systems is desirable. - Hold a full driving licence and access to a vehicle for business use.



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 macro space allocation tables by format based on the format blueprints provided by the Format and Proposition team.
- Developing and maintaining consistent store layouts which optimise space utilisation whilst remaining true to the customer shopping missions, underpinning the format blueprints.
- Ensuring all space plans comply with company standards and legal requirements, including health and safety regulations, HFSS, DDA etc.
- Leading and managing the sign off process for all cyclical refreshes and new store opening projects to ensure local needs are considered, leading to full operational alignment with store layout changes and new plans.
- Conducting analysis / research to understand how customers shop our promotional space and use insights to optimise promotional space locations throughout the key shopping missions when producing layouts.
- Analysing sales performance, customer flow and market trends to inform space allocation decisions.
- Collaborating with merchandising, operations and marketing teams to create layouts that support product strategies and promotional activities.
- Analysing space productivity and feedback data-driven recommendations to the Format and Proposition team.
- Monitoring and reporting on the effectiveness of space allocations for new stores and following other macro space changes, adjusting plans as needed to maximise sales and profitability.
- Contributing to data-led insight for post implementation review activities and providing regular updates as part of space planning initiatives and their impact on business performance.
- Co-ordinating with cross-functional teams to ensure timely and cost-effective execution of space planning projects.
- Managing a team of one, providing guidance, support and development opportunities.
- Fostering a culture of innovation and continuous improvement.



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
- Relating and Networking** – sharing knowledge to develop and learn from 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:	<ul style="list-style-type: none"> - 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:	<ul style="list-style-type: none"> - 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 will build a network of customers and colleagues by:	<ul style="list-style-type: none"> - Offering value to my network by sharing relevant insights, information, or resources. - Fostering genuine relationships by demonstrating authenticity and integrity in my interactions.
I will work collaboratively with my colleagues by:	<ul style="list-style-type: none"> - 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.