

## 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:

- Providing a complete category administration and analysis service, ensuring the Society's ranges are commercially effective, legally compliant, and operationally ready.
- To work collaboratively with other areas of the Commercial Support team and with the wider business.

### You'll report to:

- Merchandising 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, ideally within retail operations or category analysis.
- Strong analytical skills with the ability to manage, interpret, and present large data sets accurately.
- Proficiency in Office 365 (Excel, Outlook, Word) and, ideally, experience with master data systems, dashboards, and exception reporting tools.
- A pro-active and solutions-focused approach, with the ability to investigate issues and suggest practical improvements.
- Strong relationship-building skills, both internally and externally, to support collaborative working.
- Commercial awareness of category performance drivers, including sales, margin, waste, and availability.
- High attention to detail, with the ability to work accurately under pressure and meet deadlines.
- An understanding of the Co-operative business model and values, with a commitment to supporting the Society's Purpose.



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:

- Managing category administration for all categories in the Society's range, ensuring accuracy, consistency, and timeliness in all outputs.
- Preparing forecasts and provisional orders for promotional, seasonal, and event periods for review and sign-off by the Category Planner and Merchandising Manager.
- Supporting the management of the product catalogue, including promotional volumes, seasonal ranges, and event-driven goods.
- Executing promotional activities such as Freedom in a Framework and the Promotional Pack, ensuring accuracy and timely delivery.
- Supporting cyclical range refreshes and new store launches, ensuring product ranges are tailored and project timelines are met.
- Actively contributing to internal trading meetings by providing category performance updates, identifying opportunities, and flagging potential risks.
- Ensuring compliance with data standards, processes, and governance frameworks within the Merchandising Team.
- Taking responsibility for product data stewardship services in line with agreed Service Level Agreements (SLAs).
- Entering, enriching, and validating product portfolio data from suppliers, maintaining up-to-date and accurate records.
- Using off-system data to replicate, test, and maintain pricing strategies across the portfolio.
- Monitoring and maintaining service alerts, contracts, supplier and site data, and merchandise structures.
- Producing analytical reports for price comparison, promotional pricing performance, and commercial decision-making.
- Investigating and correcting data errors, ensuring pricing accuracy across all relevant systems.
- Supporting commercial insight through 'what if' analysis, sales projections, and commercial impact assessments.
- Applying a continuous improvement mindset to simplify processes, increase efficiency, and achieve right-first-time execution.
- Working collaboratively with Commercial Support and wider business teams to ensure accurate data alignment and operational readiness.
- Upholding the Society's legal and ethical trading standards in all activity.



## Together we

- 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"><li>- Delivering accurate and reliable data to inform decisions.</li><li>- Ensuring compliance with data standards and governance.</li><li>- Maintaining integrity while handling sensitive commercial information.</li><li>- Following through on reporting and analysis commitments consistently.</li></ul>
I will be helpful by:	<ul style="list-style-type: none"><li>- Supporting merchandising and operations teams with clear insights.</li><li>- Collaborating to resolve data issues quickly and effectively.</li><li>- Sharing knowledge to improve category performance and processes.</li><li>- Providing timely updates to stakeholders to aid decision-making.</li></ul>
I will be respectful by:	<ul style="list-style-type: none"><li>- Listening carefully to feedback from cross-functional teams.</li><li>- Valuing diverse perspectives in category analysis and planning.</li><li>- Treating all data and stakeholders with care and fairness.</li><li>- Communicating respectfully across all levels and functions.</li></ul>
I will inspire others by:	<ul style="list-style-type: none"><li>- Leading by example through accuracy and attention to detail.</li><li>- Encouraging continuous improvement in data quality and processes.</li><li>- Promoting innovative approaches to category forecasting and reporting.</li><li>- Motivating colleagues with clear, actionable insights and support.</li></ul>
I will value people by:	<ul style="list-style-type: none"><li>- Recognising the impact of your data work on business success.</li><li>- Appreciating contributions from all team members and partners.</li><li>- Celebrating accurate forecasting and effective problem-solving wins.</li><li>- Ensuring your role is acknowledged within the wider business.</li></ul>
I will empower others by:	<ul style="list-style-type: none"><li>- Taking ownership of data accuracy and process improvements.</li><li>- Encouraging initiative in spotting trends and suggesting solutions.</li><li>- Building confidence to challenge and influence business decisions.</li><li>- Enabling autonomy through expertise and trusted partnership.</li></ul>