

About us...



Lincolnshire Co-op is one of the most successful independent retail co-operatives in the UK. We're proud to offer a wide range of services through our family of businesses, which includes Food, Travel, Pharmacy, Funerals, a Craft Bakery, and a Pharmaceutical Distribution Hub.

Essential Information – what you need to know

Role summary:

This strategic role will work in partnership with senior leaders and key stakeholders to shape, develop and deliver the people strategy and functional people plans; ensuring solutions are aligned to and meet the needs of the business. Other roles will include:

- To establish and embed the people partner model to ensure consistency in approach and delivery across all Lincolnshire Co-op trading areas.
- Leading and developing a team of People Business Partners to deliver strategic and operational HR support across Lincolnshire Co-op.
- To review and develop current People Team processes and practices.
- To lead a transformation of the current people processes to be delivered to workplace and operational leaders.

Your hours

- 39 hours per week (FTE)

You'll report to

- Head of People Operations

Your relationships:

- People Leadership Team and other colleagues within the People team.
- Executive and Operational Leaders across the Society.
- Colleagues within the wider organisation.
- Union representatives and other external stakeholders.

What you'll bring to us:

- CIPD qualification or equivalent professional experience.
- Psychometrics, leadership development, and coaching experience desirable.
- Extensive HR knowledge with expertise in compliance, policy, complex ER issues, and unionised environments.
- Proven ability to manage projects, lead teams, and drive transformational change.
- Strong oral, written, and presentation skills with the ability to build relationships.
- Experience in operational and strategic HR planning, providing specialist advice and influencing decision-making.
- Proficient in Microsoft Office and HR systems, with strong data analysis and insight capabilities.
- Expertise in redundancy, TUPE, talent management, succession planning, and people policy writing.
- Ability to work under pressure, prioritise tasks, and respond quickly with decisive, creative solutions.
- Strong stakeholder engagement, leadership, and team development skills.
- Calm, logical, and resilient under challenge, with a focus on embedding change and driving behaviours aligned with company values.
- Passionate, energetic, and committed to personal and organisational success.

**Together we are...**



**Providing and supporting**  
valued services



**Helping to grow the**  
local economy



**Caring for our**  
health and wellbeing



**Looking after**  
our local environment

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

<p><b>Your duties and responsibilities:</b></p>	<p><b>People and Culture</b></p> <ul style="list-style-type: none"> <li>- Championing a culture of high performance through robust talent management and engagement strategies.</li> <li>- Leading initiatives to improve colleague engagement and retention.</li> <li>- Partnering with business leaders to identify and develop future talent, focussing on succession planning for critical roles.</li> <li>- Ensuring effective leadership of own team and coaches’ leaders to model leadership principles in partnership areas.</li> <li>- Identifying and calling leadership shortfalls and works with the respective leader to improve capability.</li> <li>- Working with the wider HR team on matters relating to talent, reward, organisational development, colleague wellbeing and engagement.</li> </ul> <p><b>Being Data Led</b></p> <ul style="list-style-type: none"> <li>- Presenting insights and recommendations to leadership, driving informed decision-making.</li> <li>- Utilising people metrics and analytics to identify trends, inform strategy and track the effectiveness of people initiatives.</li> </ul> <p><b>Stable Technology</b></p> <ul style="list-style-type: none"> <li>- Driving transformation projects for HRIS, ensuring smooth transitions and stakeholder engagement.</li> <li>- Reviewing emerging HR technology trends and recommending solutions that improve stability, usability, and effectiveness.</li> </ul> <p><b>Good Governance</b></p> <ul style="list-style-type: none"> <li>- Optimising organisational design to support business agility and growth, ensuring structures align with strategic goals and meet the operational requirements.</li> <li>- Ensuring compliance with employment law and best practice HR policies, mitigating risks to the organisation.</li> <li>- Overseeing and supporting complex employee relations matters, ensuring fair, consistent, and legally compliant resolutions.</li> <li>- Acting as a trusted partner to leadership colleagues by providing expert HR guidance alongside challenging and influencing decision-making to ensure the best people outcomes.</li> </ul> <p><b>Cyclical Refreshes</b></p> <ul style="list-style-type: none"> <li>- Supporting with the creation, review, design, implementation and monitoring of policy and service level standards.</li> <li>- Facilitating change management processes, ensuring smooth transitions and effective communication during periods of change.</li> </ul>
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## 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:

- Developing strong stakeholder relationships through responsive support and effective problem-solving.
- Addressing challenges efficiently by identifying concerns, implementing solutions, and ensuring smooth operations.
- Sharing knowledge and best practices to enhance collaboration and team success.
- Taking initiative by anticipating needs, identifying improvements, and driving positive change.
- Striving for excellence by exceeding expectations and delivering high-quality results.
- Embracing change with flexibility, adapting to shifting priorities, and staying resilient.

### I will inspire others by:

- Encouraging collaboration by supporting and empowering colleagues to achieve shared goals.
- Leading by example with professionalism, integrity, and a positive mindset.
- Building strong relationships with stakeholders, colleagues, and customers to enhance success.
- Promoting learning by listening, sharing knowledge, and embracing feedback.
- Encouraging innovation through creative problem-solving and proactive change.
- Supporting recognition and success by celebrating achievements and motivating others.

### I will be trustworthy by:

- Exercising sound judgment in all situations, ensuring well-informed and strategic decision-making.
- Demonstrating openness, honesty, and integrity in all interactions to build trust and credibility.
- Taking full ownership of work, driving accountability, and delivering meaningful, positive outcomes.
- Promoting a culture of fairness, respect, and inclusion across teams and communities.
- Honouring commitments by following through on promises and maintaining the highest ethical standards.
- Upholding confidentiality and privacy while acting in alignment with the organisation's purpose and values.



## Your behaviours

- Adhering to Principles and Values
- Leading and Supervising
- Delivering Results and Meeting Customer Expectations
- Working with People

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

#### I will adhere to the Society’s values 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.
- Encouraging a spirit of teamwork, co-operation, and positive relationships.

#### I will lead effectively by:

- Providing guidance and support to team members to achieve goals.
- Encouraging open communication and collaboration within the team.
- Recognising and celebrating the achievements of others.
- Leading by example and modelling desired behaviours.
- Seeking feedback from team members to improve leadership effectiveness.
- Holding myself accountable.
- Demonstrating a clear commitment to continuous personal and professional development.
- Demonstrating role model leadership and associated behaviours.
- Generating enthusiasm and commitment from others.

#### I will deliver results and meet stakeholder expectations by:

- Setting clear expectations for outcomes with colleagues and stakeholders.
- Prioritising stakeholder needs and feedback in my work.
- Monitoring progress and adjusting actions to meet targets.
- Celebrating successes and learning from challenges to improve future results.
- Actively seeking stakeholder feedback to ensure satisfaction.
- Ensuring organisational processes are robustly managed.
- Delivering on personal and team objectives.

#### I will work collaboratively with my colleagues by:

- Creating a collaborative and supportive team environment.
- Actively listening to others and valuing their contributions.
- Encouraging open communication and feedback within the team.
- Respecting diverse perspectives and backgrounds in interactions.
- Celebrating team successes and recognising individual contributions.
- Actively accepts feedback to develop solutions to improve organisational performance.