

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><b>Job purpose:</b></p>	<ul style="list-style-type: none"> <li>- Creating accurate and efficient technical drawings and plans that facilitate the design and layout of our retail spaces.</li> <li>- Focussing on the optimisation of space for functionality, customer flow and product display, while ensuring compliance with building regulations and safety standards.</li> <li>- Supporting the Property team by providing detailed layouts that are ready for implementation, contributing to the successful completion of retail space projects.</li> </ul>
<p><b>You'll report to:</b></p>	<ul style="list-style-type: none"> <li>- Development and Acquisitions Manager</li> </ul>
<p><b>Your hours</b></p>	<ul style="list-style-type: none"> <li>- 37.5 hours per week</li> </ul>
<p><b>Your relationships:</b></p>	<ul style="list-style-type: none"> <li>- A wide range of internal and external contacts, networks and collaborative partnerships.</li> <li>- Key internal relationships include Trading, Finance and Property teams, as well as support teams including IT, Communications, Marketing and Health and Safety.</li> </ul>
<p><b>What you'll bring to us:</b></p>	<ul style="list-style-type: none"> <li>- A minimum of 2 years' experience as a CAD Technician, ideally focusing on retail or interior layouts.</li> <li>- Proficiency in AutoCAD, Revit, or other relevant CAD software.</li> <li>- Knowledge of retail space planning, including customer experience and product placement strategies.</li> <li>- Familiarity with building regulations, health and safety standards and accessibility requirements for retail environments.</li> <li>- Strong attention to detail and the ability to produce high-quality technical drawings.</li> <li>- Ability to collaborate effectively with architects, designers and project managers.</li> <li>- Ability to carry out and deliver measured building surveys of existing premises.</li> <li>- Problem-solving skills with the ability to work under pressure and meet tight deadlines.</li> <li>- Strong organisational skills with the ability to manage multiple projects simultaneously.</li> </ul>



**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 and producing detailed 2D and 3D CAD drawings for internal layouts of retail spaces, including floor plans, fixtures, fittings and furniture arrangements.
- Working closely with architects, designers and project teams to translate design concepts into accurate technical drawings.
- Revising and updating layouts in response to feedback from design teams and stakeholders, ensuring adherence to design specifications and relevant regulations.
- Ensuring efficient space utilisation, considering factors such as customer flow, accessibility, product display and aesthetic appeal.
- Incorporating retail-specific elements such as point-of-sale systems, shelving, signage and lighting schemes into designs.
- Collaborating with internal teams to meet project deadlines, ensuring designs are both practical and ready for implementation.
- Managing and maintaining up-to-date revisions of drawings, ensuring documentation accuracy.
- Conducting site surveys as needed to gather essential data for design work.
- Ensuring all designs comply with safety regulations, building codes and industry standards.
- Providing technical support to the project team during construction and installation phases, addressing any design-related queries or required adjustments.



## 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.