

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"> - Leading the development of insight led category ranges as defined in format blueprints that optimise sales and profit across our trading units. - Working with the wider commercial and proposition team to optimise the value created from seasonal opportunities and the promotional programme. - Developing a merchandising strategy for Co-op own brands across our category planners to drive participation from these ranges in line with the format blueprints. - Using customer, market and commercial insights (including consideration of margin, waste and all types of sales, such as core, impulse, promotional and eCommerce) to maximise the return from all ranged categories within your areas of responsibility. - Providing commercial support and challenge to the development and continual iteration of space allocation across our trading units.
<p>You'll report to:</p>	<ul style="list-style-type: none"> - Senior Space Manager
<p>Your hours</p>	<ul style="list-style-type: none"> - 37.5 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, pharmacy, funeral and post office 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 micro space management role is essential. - Previous experience of macro space management is desirable. - Experience in a retail operations environment with an understanding of the supply chain is desirable - Proven ability in building relationships both internally and externally. - Experience in conducting performance analysis to develop initiatives to improve sales and margin. - A pro-active nature with a willingness to investigate problems and suggest solutions. - Proficient in the use of Office 365 (Outlook, Word, Excel, etc.). - 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

- Establishing a simple methodology and regular series of commercial reviews (considering sales, margin and wastage) by category to drive range reviews in line with the Co-op Group calendar.
- Assessing and recommending how we can drive participation of own brand sales by optimising the location of products across planograms and other impulse locations.
- Taking accountability for the timely delivery of planograms developed by the ranging team, making sure amendments are made to accommodate local lines and considering waste KPIs to maximise sales and profit.
- Working with the macro space and store planning teams to build new planners and complete meterage changes.
- Ensuring delisted stock is managed down and new stock is available on time for new stores and any store intervention programmes through effective planning.
- Regularly visiting stores with the wider commercial team to gather feedback on opportunities which will improve range and merchandising solutions.
- Ensuring the accuracy and maintenance of all category master data, recognising any errors and making sure this is fed back to the relevant data management teams.
- Supporting the category planning team processes to ensure that stock (including seasonal and promotional) is ordered at the appropriate time to maximise availability.
- Ensuring that orders are stopped at the appropriate time to reduce our exposure to non-ranged stock.
- Responding to all service desk queries within the agreed SLA’s, ensuring that stores receive appropriate support with resolving their queries.
- Supporting and working collaboratively with the Macro space team to develop and maintain macro space tools that optimise returns at a space allocation level.
- Encouraging the culture and values of the Society and encourage all colleagues to attain the highest possible standards and work within the spirit of the agreed values and principles of the Society.
- Developing an operational climate that is conducive to colleague development, engagement and loyalty.
- To ensure that the Society trades legally and ethically.



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.
- Being approachable and available when colleagues need support.
- Adapting quickly to changes or new requests.

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.
- Recognising and appreciating the achievements of others.
- Demonstrating a positive attitude, even in challenging situations.
- Encouraging innovation and creativity within the team.

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.
- Following through on promises and commitments.
- Protecting confidential information and respecting privacy.
- Owning mistakes and learning from them.
- Providing accurate and honest feedback to help others improve.
- Acting consistently with the Society's purpose and approach.