

## About us...

Lincolnshire



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

## Job purpose:

- To support the Head of Property in providing strategic direction, leadership and management of the property portfolio.
- To lead on the development of the property strategy to support delivery of the business strategy.
- Lead and be responsible for all property related policy, strategy and operational performance.
- To develop and deliver a data driven, long term strategy for property for internal and external property.

## You'll report to:

- Head of Property

## Your hours

- 39 hours per week.

## Your relationships:

- A wide range of internal and external contacts, networks and collaborative partnerships.
- Key internal relationships include Trading, Finance and Property teams, as well as support teams including IT, Communications, Marketing and Health and Safety.

## What you'll bring to us:

- Relevant degree, professional qualification related to property management or construction, or equivalent knowledge or experience.
- Working in a senior management role in a relevant property environment (within a large and complex organisation).
- Effectively managing and achieving enhanced outcomes, from a high value property portfolio.
- Setting, delivering and monitoring a long-term strategy for a high value property portfolio within a large and complex organisation.
- Extensive experience of managing and using property data, records and systems to identify property opportunities.
- Programme management skills and experience with demonstrable outcomes of property transactions, developments and strategy.
- Experience of implementing property asset management software and associated processes.



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...

<b>Your duties and responsibilities:</b>	<ul style="list-style-type: none"><li>- Determining strategy and setting objectives alongside the development of policy and practice relating to our property portfolio.</li><li>- Producing, developing and implementing an investment strategy for property, including acquisitions and redevelopment opportunities.</li><li>- Developing options appraisals, business cases for identified opportunities.</li><li>- Leading and developing a programme of property opportunities to support our purpose as identified in the business strategy investment opportunities for land and property assets.</li><li>- Providing strategic planning and development advice alongside being responsible for identifying the long-term requirements of the business relating to the property portfolio, in order to optimise the best use of the resources it has available.</li><li>- Identifying areas where efficiency savings and income generation can be achieved and delivered through the property portfolio.</li><li>- Determining standards and key performance indicators for property.</li><li>- Leading on the development and management of property data management systems to ensure efficient and streamlined processes and evidence-based property decision making.</li><li>- Ensuring that effective systems are in place to manage, develop, monitor, evaluate and review performance.</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:	<ul style="list-style-type: none"><li>- Responding positively to requests from colleagues and customers.</li><li>- Trying to get it right first time.</li><li>- Resolving customer complaints and take corrective action.</li><li>- Sharing my knowledge with my colleagues.</li><li>- Offering to help before being asked.</li><li>- Going above and beyond.</li><li>- Contributing to the team and its success.</li></ul>
I will inspire others by:	<ul style="list-style-type: none"><li>- Supporting and encouraging one another.</li><li>- Being a positive role model.</li><li>- Listening and learning from my colleagues and line manager.</li><li>- Building strong relationships with customers and colleagues.</li><li>- Suggesting new ideas and trying new things.</li><li>- Taking pride in my work and celebrating success.</li></ul>
I will be trustworthy by:	<ul style="list-style-type: none"><li>- Using good judgement in all situations.</li><li>- Being open and honest.</li><li>- Take responsibility for my work and delivering positive outcomes.</li><li>- Treating everyone fairly and with respect.</li><li>- Doing my best for each other and our communities.</li></ul>



### Your leadership 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:	<ul style="list-style-type: none"><li>- Being honest, transparent and consistent in all actions and communications.</li><li>- Treating others with dignity and respect, valuing their diversity and different perspectives.</li><li>- Listening actively and consider the opinions of others.</li><li>- Taking accountability for my actions and decisions.</li><li>- Fostering a spirit of teamwork, co-operation and positive relationships.</li></ul>
I will present and communicate information clearly by:	<ul style="list-style-type: none"><li>- Tailoring my communication to the level of understanding and background of the audience.</li><li>- Paying close attention to others when they speak.</li><li>- Providing examples to illustrate complex concepts to make my message more relatable.</li><li>- Encouraging feedback and questions from colleagues to clarify understanding.</li></ul>
I take the appropriate action where possible by:	<ul style="list-style-type: none"><li>- Assess the situation thoroughly to understand the context and implications.</li><li>- Identify the main objectives or goals to be achieved through the action.</li><li>- Brainstorm potential strategies or approaches to address the situation effectively.</li><li>- Prioritise tasks and determine the sequence of actions to be taken.</li></ul>
I will work collaboratively with my colleagues by:	<ul style="list-style-type: none"><li>- Demonstrating an interest in and understanding of others.</li><li>- Recognising and rewarding the contribution of others.</li><li>- Listening and consulting with others and communicating appropriately.</li><li>- Supporting and caring for colleagues.</li><li>- Developing and openly communicating self-insight such as an awareness of own strengths and weaknesses.</li></ul>