

About us...



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*

<p>Job purpose:</p>	<ul style="list-style-type: none"> - Playing a crucial role in the success of our retail operations by selecting and purchasing merchandise that aligns with our category strategies, customer needs and business goals. - Taking responsibility for assessing the suppliers in the market, then selecting appropriate ones to build and maintain strong relationships with. - Optimising and maximising margin and product availability so we can support our customers through our commercial proposition.
<p>You'll report to:</p>	<ul style="list-style-type: none"> - Buying Manager
<p>Your hours:</p>	<ul style="list-style-type: none"> - 37.5 hours per week (FTE)
<p>Your relationships:</p>	<ul style="list-style-type: none"> - 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.
<p>What you'll bring to us:</p>	<ul style="list-style-type: none"> - Proven experience as a retail buyer or in a similar role within the retail industry is essential. - Experience in a retail operations environment with an understanding of the supply chain is desirable. - CIPS qualification is desirable. - Experience of legal compliance and GSCOP regulations. - An understanding of market trends. - Strong negotiation and analytical skills. - Excellent communication and interpersonal abilities with a strong ability to build relationships. - A commercial mindset and the ability to draw insight from data and communicate findings in an engaging way. - Experience in improving business performance and budget adherence. - A flexible and resilient approach to work, with the ability to react quickly and deliver results. - Proficient in using Office 365 and other relevant industry software.



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 a deep understanding of our category strategies, customer shopping missions and store formats as context for optimising buying appropriate inventory and services.
- Developing and continually reviewing your network of suppliers and distributors for the products and services required to deliver our category strategies.
- Working closely with the suppliers to obtain and provide insight and commentary into market trends to support internal reporting and category management processes.
- Conducting regular periodic research and analysis of the market to derive insights from trends, consumer preferences and competitor activities to identify opportunities for product selection and new range introductions.
- Managing the development of forecasts and manage the timely placement of orders for merchandise to support high levels of product availability whilst optimising stock holding to minimise waste and obsolescence.
- Managing the sales, margin and ranges for each category and take responsibility for profit and loss.
- Developing and presenting recommendations for range reviews to churn product and services based on the sales and margin performance.
- Regularly reviewing sales performance and customer feedback to adjust product offerings to support proactive category management processes.
- Monitoring, understanding and intervening (where necessary) to support market leading on-shelf availability and waste statistics across the business, understanding the causes for any deviations and suggesting actions to improve performance.
- Negotiating pricing, terms and delivery schedules to ensure the best possible conditions for the business while remaining competitive in the market.
- Monitoring and adjusting pricing strategies based on market conditions, cost changes, and competitive analysis.
- Monitoring supplier performance, resolving issues and evaluating supplier contracts regularly.
- Staying informed about industry trends, customer preferences and emerging products.
- Proactively working with other members of the buying team to ensure workload is covered during holidays and other periods of absence to maintain service to all business units.

Together we THRIVE...



- **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:

- Managing forecasts and orders to maintain accurate, reliable product availability.
- Negotiating fair terms with suppliers to protect business performance.
- Monitoring supplier compliance to uphold consistent quality and service.
- Delivering accurate reporting on sales, margin, and range performance.

I will be helpful by:

- Collaborating with colleagues to ensure cover during absence periods.
- Supporting category managers with insights from suppliers and distributors.
- Sharing supplier feedback to strengthen category strategy development.
- Assisting stores by optimising ranges for customer shopping missions.

I will be respectful by:

- Valuing supplier relationships by ensuring fair, transparent negotiations.
- Listening to customer feedback when reviewing ranges and assortments.
- Considering diverse viewpoints in category management decisions.
- Treating colleagues, suppliers, and partners with integrity and fairness.

I will inspire others by:

- Driving proactive range reviews to identify new growth opportunities.
- Demonstrating leadership through strong supplier engagement and insights.
- Championing innovation by introducing emerging products into ranges.
- Setting high standards for buying practice and category performance.

I will value people by:

- Recognising contributions of suppliers who consistently meet expectations.
- Appreciating feedback from customers that shapes product ranges.
- Acknowledging colleagues' efforts in supporting buying activities.
- Celebrating successes in sales growth and improved availability.

I will empower others by:

- Taking ownership for profit and loss across assigned categories.
- Acting decisively on market trends to adjust pricing strategies.
- Encouraging colleagues to share insights and challenge assumptions.
- Leveraging market analysis to drive informed, data-led decisions.