

Job title: **Media Sales Specialist**

Core information

Location: Victoria with blended working ▾	Lines of business or shared capability area:
Reports to: Senior Media Sales Manager (L6)	
People Management: No ▾	
Partnership Level: Partnership level 8 ▾	Manager's Partnership level: Partnership level 5 ▾

About the John Lewis Partnership

The Partnership is the UK's largest employee-owned business and home to our two well-loved retail brands - John Lewis & Partners and Waitrose & Partners, as well as expanding into new areas beyond retail.

We aren't an ordinary business though. The Partnership is different because everyone who works here isn't just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we're successful.

Everything we do is powered by our unique purpose: **Working in Partnership for a happier world.** Our Purpose inspires our principles, drives our decisions and acts as our guide, so that everything we do contributes to Happier People, Happier Business and a Happier World.

Critical purpose of the role

As a Media Sales Specialist in the Supplier Management profession you will work with cross functional stakeholders, Suppliers and the wider Media Sales team to ensure supplier investments are planned and realised using the right tools and processes that supports delivery and maximum return for both JL and the Suppliers.

You will work closely with

- Trading Teams (Buyers, Merchandisers, CPG's)
- Customer team
- Marketing team to ensure to support the Profession.
- Space and Retail teams (delivery of shop projects)

Through your Profession you will have the opportunity to develop and stretch personally and professionally to achieve your potential.

The Partnership supports agile and flexible working practices, such as when, where and how we work. We have several different ways to work flexibly, including part-time, flexible or compressed hours, and job sharing. Head office areas also support a blended working approach.

We celebrate diversity and inclusion in the John Lewis Partnership and we are committed to becoming the UK's most inclusive business, reflecting and connecting with the diverse communities that we serve.



Primary Outcomes & Accountabilities

Key Accountabilities

Maximise supplier investments (examples: Digital / Physical / Print / Media / CRM)

Process ownership and improvements that support enhanced ways of working and Lean Simple Fast ambitions

Supplier funded activity is executed as intended

Ensure suppliers are given appropriate level of service to ensure investment is maximised, input into process for deciding which suppliers to give dedicated time to and which need to follow BAU process

Key Activities

Negotiate with suppliers to maximise supplier funded revenue

Coordinate own channel paid for marketing activity agreements and support hand offs to key stakeholders for implementation (Retail/Online/CRM), ensuring that pre-agreed investment runs on schedule and we can invoice accordingly

Work with the Asset Sales team to ensure suppliers are given ample opportunity to invest in available Assets in a timely way.

Design & manage the process ensuring that planned activity goes live on time and delivers over the correct, pre-agreed, time periods. Ensuring this is done with minimal error and maximum accuracy Ensure this is all done in a way that considers goals

Support, and continuously improve, the E2E process for maximising Asset Sales across all channels.

Act in accordance with the Partnership's purpose and democratic principles, constructively participating in co-ownership, and demonstrating to customers and each other that it is a better way of doing business. Share your knowledge, experiences, ideas and opinion to improve the Partnership, speaking honestly and frequently.

Invest in your personal and professional development to achieve your potential, by doing more, doing better, or doing

Measures of success

Supplier value delivered

Stakeholder feedback from core areas, CPG's, Trading, Customer

Commercial value delivered from new/renewed agreements



different things. Continuously engage with and actively contribute to your Profession

Take responsibility for actively engaging with change.

Skills

- *Commerciality*

Demonstrates an innate passion for and understanding of Retail. This includes knowledge of our competitors and the wider social, political and economic factors which impact our business. Understands the Partnership business model and our integrated objectives and uses this understanding to make well informed decisions that support key business objectives.

- *Negotiation*

Works collaboratively to achieve the optimum and mutual agreement for a way forward for all parties. Resolves professional differences along the way through active listening and appropriate assertive communication to reach win-win outcome. Is prepared to adapt communication style to each situation and has the best interest of the Partnership at the forefront of all interactions.

- *Data Analysis*

Evaluates and analyses different types of complex data objectively and sees patterns and meaning to establish the key relevant facts. Uses this thinking to make credible recommendations to inform critical decision making.

- *Relationship Building*

Authentically and proactively interacts with everyone, building rapport and making a positive impression in order to collaborate and build lasting connections across the Partnership and beyond to other businesses and contacts. Once formed, understands how to navigate politics and the impact these have on the workplace in order to get things done.

- *Stakeholder Management*

Identifies who is impacted by or involved in your goals/objectives and therefore who is key to achieving the desired successful outcomes. Understands the motivations and priorities of these stakeholders and takes these into account in order to build and manage sustainable relationships. Can anticipate potential challenges stakeholders may bring and puts plans in place to achieve collaboration.

Qualifications & Experience (where applicable)**Essential**

- Negotiation skills developed from time in role where it forms a key activity e.g Buying profession.
- Strong levels of stakeholder management - can influence vertically at all levels as well horizontally to deliver the best outcomes.



- Strong planning experience with an ability to manage several competing priorities to deliver the best outcome

Desirable

- Experience of working with/in Marketing customer functions where media assets are sold into external marketing teams
- Understands marketing assets, how to appraise their value and negotiate best price.

Version	Created/updated by	Date