

## Property Acquisition Manager, New Space L6

### Core information

<b>Location:</b> Victoria or Bracknell Head Office	
<b>Reports to:</b> Senior Real Estate Portfolio Manager	
<b>People Management:</b> No <input type="checkbox"/> <b>Assignment Management:</b> Yes <input type="checkbox"/>	
<b>Partnership Level:</b> Partnership level 6	<b>Manager's Partnership level:</b> Partnership level 5
<b>Number of direct reports:</b> 0 but manages external parties	<b>Partnership level(s) of direct reports:</b> None <input type="checkbox"/>

### 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

Working in the Real Estate team and reporting to the Senior Real Estate Portfolio Manager you will be responsible for coordinating and delivering a pipeline of new convenience sites for Waitrose, to drive forward the Brands strategy to open new Little Waitrose branches.

You will work with and drive performance of external consultants to bring forward new site opportunities, assess the site viability, work with key internal stakeholders to coordinate the business case and negotiate legal contracts. You will liaise with retail and construction and FM colleagues throughout the delivery process through to opening.

From next financial year (25/26) Waitrose plans to open 8-10 new convenience shops each year and your business objective will be to create a list of commercially viable sites with an acceptable legal contract and unconditional planning consent to deliver this pipeline.

You will interact and manage a variety of external third parties including landowners, developers, property agents, local planning authorities, solicitors and consultants as well as working closely with internal retail, construction and legal teams.

From time to time you may be required to support the acquisition of sites for new Core Waitrose shops.

Through the Property Shared Capability 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 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

- Identifying and negotiating financially viable new sites for Little Waitrose convenience branches
- Creating a pipeline of site opportunities for future years
- Work with external property agents who will support in delivery of the sites and pipeline, and driving the performance of the agents
- Present new site opportunities to the Sites Meeting
- Work with key stakeholders to develop the business case for each site.

### Measures of success

- On an annual basis medium term objectives will be set & reviewed to enable the Partnership to deliver on these ambitions. As a leader in the Partnership, you will be accountable for delivering on these objectives and also for determining & realising more detailed Objectives and Key Results (OKRs) in your area to support the achievement of these.
- It is expected that you will review OKRs on a quarterly basis to set the business up for success in achieving the overarching Integrated Objectives.
- Delivery of an agreed number of unconditional legal contracts for board approved new convenience shops each year
- Work as a team with key internal and external stakeholders to deliver these sites
- Be open and clear in your communication to key stakeholders on site progress
- Strive to deliver value for money in each project and provide a clear brief to internal and external stakeholders

### Skills

#### 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.

#### Influencing and 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.
Prioritisation	Plans and reviews workload regularly and is prepared to adapt to ever changing circumstances. Assesses workload realistically in terms of urgency and importance and is ready for "curve balls" and changes plans where necessary to ensure optimum achievement and deadlines are hit and stakeholder relationships are maintained.
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.
Decision Making	Identifies the issue/opportunity, then gathers the relevant information and alternative viewpoints to form options and evaluates to drive an informed outcome.

Qualifications & Experience (where applicable)
<p>Essential</p> <ul style="list-style-type: none"> <li>• BSc in Land Management or similar degree; Qualified Chartered Surveyor</li> <li>• Experience in site acquisition with a strong industry network</li> <li>• Extensive knowledge of the Property Market and legislation</li> <li>• Ability to work at pace, be creative, curious and resourceful, work collaboratively and have strong commercial acumen</li> <li>• Organisation skills and good communicator</li> </ul>
<p>Desirable</p> <ul style="list-style-type: none"> <li>• Experience in retail site acquisition and knowledge of the food convenience market</li> </ul>

Version	Created/updated by	Date
v0.1	James Rennie	February 2024