

Cost Management Lead - L5

Core information

Location: Pimlico or Bracknell Head Office	
Reports to: Head of Construction & Facilities Management	
People Management: Yes Assignment Management: Yes	
Partnership Level: Partnership level 5	Manager's Partnership level: Partnership level 4
Number of direct reports: 3	Partnership level(s) of direct reports: Partnership level 6

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

We are seeking a highly experienced and strategic Cost Management Lead, to direct all cost management functions across Waitrose and John Lewis Projects Construction and Development activity. With a forecast expenditure of £250m per annum Capex and £150m Opex

This leadership role is pivotal in ensuring the financial success, efficiency, and value for money of our developments, from inception through to completion. The Cost Lead will be responsible for developing and implementing cost control strategies, building and managing a high-performing cost management team, and providing expert Cost advice to senior management and project stakeholders.

Key Responsibilities:

- **Strategic Cost Leadership:**
 - Develop and implement the overall cost management strategy, aligning with business objectives and UK industry best practice to drive a 'Cost out' Focus.
 - Provide expert Cost advice and guidance to senior management and project teams on all commercial and contractual matters.
 - Champion the adoption of innovative cost management techniques and digital tools within the Cost Management function.
- **Team Management & Development:**
 - Lead, mentor, and develop a team of internal and external Cost Managers , Commercial managers and Quantity Surveyors and fostering a culture of professional excellence and continuous learning.
 - Oversee the recruitment, training, and performance management of the QS team.
 - Promote professional development and support team members in achieving or maintaining RICS/CIOB chartership.
- **Project Cost Control & Reporting:**
 - Oversee the preparation of accurate cost plans and tender documentation, key Cost Lead on Board approvals noting Costs Risk and mitigations
 - Implement robust cost control procedures and provide regular, accurate financial reports on project costs and forecasts.
 - Manage valuations, variations, and final accounts in accordance with relevant contract conditions (e.g., JCT, NEC).
- **Procurement & Contractual Advice:**
 - Provide strategic input into procurement strategies and advise on appropriate forms of contract for UK projects.
 - Oversee the tender evaluation process and provide recommendations on contractor appointments - including Main Contractors and directly procured items such as: M&E Equipment, Refrigeration, Fixtures and fittings, Lighting , Flooring , Signage
 - Ensure contractual compliance and proactively manage commercial risks.
- **Value Engineering & Risk Management:**
 - Lead value engineering initiatives to optimize project costs while adhering to quality standards and building regulation and internal JLP standards .
 - Identify, assess, and manage commercial risks associated with construction projects.
- **Stakeholder Management:**
 - Build and maintain strong relationships with internal teams (e.g. Store Design , Central Procurement) and external stakeholders (e.g., contractors, consultants).
 - Represent the company on commercial matters and effectively negotiate with external parties.
- **Data Analysis & Benchmarking:**
 - Maintain and develop a cost database and benchmarking information to inform future projects.
 - Analyse cost data to identify trends and drive continuous improvement in cost

efficiency.

You will lead on ensuring a measurable ‘ best value’ approach across all John Lewis and Waitrose Construction and Development activity

Primary Outcomes & Accountabilities

Lead the project and programme benchmarking exercises, cost models and cost plans to inform project evolution. Provide cost insights and market intelligence.

Manage external consultant's and supply chain partner's outputs and performance as appropriate in line with project and/or programme objectives, scopes and KPIs.

Carry out discrete audits of tender and contract documents with the project teams.

Negotiate contracts and work schedules where applicable and administer contract executions and storage.

Provide support in administering contract frameworks, amendments and updates and overall contractual mechanisms for all activity.

Oversee the performance of risk, value management and cost control during entire project delivery and to agreed final account.

Lead on capital planning support and modelling for rolling years investment programmes.

Lead on end of year reporting, reconciliation and accruals process

Understand and assimilate cost analysis for all repair and maintenance project work.

Measures of success

- Projects are planned and executed to ensure a best value approach
- Project and programme scopes and budgets are aligned, accurate, reported as appropriate and completed to agreed timelines by the team and/or external consultants
- Project and programme benchmarks, cost checks and cost reports are timeously completed through the project/programme lifecycle by the team and/or external consultants
- Accurate and appropriate management and executive cost reporting on a regular basis to track investment.
- Project and/or programme tender documentation and contractual documentation are issued on time and to agreed standards
- Contract negotiations are concluded timeously to agreed standards and all documentation is lodged in line with Design & Construction storage requirements
- Satisfactorily completed final accounts in line with Partnership expectations
- Cost risks are mitigated and all projects completed within policy and budget tolerances

<p>Provide oversight and support of Coupa inputs, outputs, queries, etc.</p> <p>Provide fixed asset and capital allowances support as necessary.</p> <p>Identify, analyse and develop responses to commercial risks.</p> <p>Lead and champion ongoing value engineering exercises across all activity, delivering year on year savings including tracking for evidencing purposes.</p> <p>People manage a team of commercial managers/quantity surveyors, ensuring their support, growth and development in role.</p>	<ul style="list-style-type: none"> Commercial knowledge and insight is captured and stored appropriately to support all benchmarking and cost modelling Timely and professional engagement with key stakeholders requiring cost and/or commercial support
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Skills	
Project and Programme Management	Extensive experience of running cost and tender activity in retail and construction projects/programmes, with value engineering capability. Can evidence project, team and programme management skills through highly complex construction projects and programmes of work.
Communication	Excellent communication skills at all levels internally and externally, confident to speak externally
Commerciality	Vet High degree of commercial and value management skills including ability to interpret and work with financial appraisals and NPV, ability to develop business cases and use effective value judgement to recommend changes to project scope/direction.
Political Awareness	Very High level of political awareness at all levels. Demonstrates an awareness and ability to work across boundaries to achieve results, influencing senior stakeholders to achieve desired results.
Leadership	Experience of leading, developing and managing in a team and one's self to achieve results.

Qualifications & Experience (where applicable)
<p>Essential</p> <ul style="list-style-type: none"> MRICS / MCIQB or Degree qualified (or equivalent) in Quantity Surveying / Commercial management Extensive experience of running cost and tender activity in retail and construction projects/programmes, with value engineering capability

- Strong knowledge of construction methodologies, the development process and the built environment including traditional and emerging techniques.
- High degree of commercial and value management skills including ability to interpret and work with financial appraisals and NPV, ability to develop business cases and use effective value judgement to recommend changes to project scope / direction.
- Highly knowledgeable in construction and engineering services project procurement and execution
- High competency in risk management and communication at all levels

Desirable

- Previous experience of people management
- Cost Consultancy Experience at Associate / Director Level
- Creating and presenting Projects to Board level stakeholders

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0.1		May 2024