

LOCATION PLANNING & ASSESSMENT MANAGER

Location: Victoria/Bracknell, with blended working		Profession: Property
Reports to: Estate Planning Lead		
People Management: N/A Assignment Management:		
Job description (critical purpose) You will support on the estate assessment and identify relocation opportunities. You will support the catchment review. This will include identifying opportunities for new propositions based on analysis of customer profiles and changes in shopping habits, as well as assessments of low performing shops and the relative headroom in those catchments. You will support on providing sales forecasts for new stores, specifically in the convenience estate. You will maintain the data relating to competitors in each geographic catchment. This will include commissioning data from external market suppliers and managing their performance. You will assess the impact of online growth on the physical estate sales forecasting. 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 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 Complete assessment of relocation opportunities Support catchment review Provide convenience sales forecasts 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 different. Continuously engage with and actively contribute to your Profession		Measures of success • Accuracy of sales forecasts • Size of relocation opportunity quantified • Relocation plan in place • Feedback from Internal and 3rd Party Stakeholders and peers • Accurate data to evidence and meets agreed standards, timelines and budget

Skills

Project Management	Uses project management tools and methods and implement as required
Stakeholder Management	Identifies who is impacted by or involved in goals/objectives and therefore who is key to achieving the desired successful outcomes. Understands the motivations and priorities of these stakeholders and take these into account in order to build and manage sustainable relationships. Manages a transactional relationship once stakeholder is established.
Financial and analytical awareness	Evaluate and analyse different types of complex data objectively and see patterns and meaning to establish the key relevant facts. Use this thinking to make credible recommendations to inform critical decision making.
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.
Communication of complex data to senior stakeholders	Ensure that complex data and insight is presented in ways which are usable and accessible to a wide range of receivers and upon which significant decisions will be made.

The six Assessment Criteria for Resourcing most relevant to this role are:

- Customer & Performance Focus
- Empowered Partner
- Planning & Delivering Excellence
- Collaborating & Supporting
- Agility & Resilience
- Applying Insight & Analytics
- Communicating & Influencing

Qualifications & Experience

- Financial analysis
- Store catchment analysis
- Strong written communication - will be drafting Board Papers
- Project Management
- Ability to influence stakeholders
- Capability for personal and professional development
- financial and analytical awareness
- Advanced Excel and Powerpoint skills

Version	Created/updated by	Date
0.2	Katherine Russell	11/12/2020

APPENDIX DOCUMENT: **INTERNAL USE REQUIREMENTS ONLY** for People teams

Partnership Level: L7
Manager's Partnership level: L5
Job Family Group:
Job Family:
Pay range/Compensation Grade Profile:

Vetting required? (Yes or No) • No
