

Senior Cost Manager - Property

Core information

Location: London head office ▾	Lines of business or shared capability area: John Lewis
Reports to: Cost Lead - Property	
People Management: No ▾	
Assignment Management: Yes ▾	
Partnership Level: Partnership level 6 ▾	Manager's Partnership level: Partnership level 5 ▾
Number of direct reports: N/A	Partnership level(s) of direct reports: None ▾

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 and Waitrose, 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

You will assist stakeholders in establishing project and/or programme requirements and lead the support at feasibility stage studies to ensure the proposals work. You will then coordinate the project and/or programme benchmarks, cost models and cost plans to inform project evolution.

As a subject matter expert in cost and commercial management of construction works you will support and provide input during the set-up/inception of projects and programmes providing advice on the key areas related to your field of expertise such as selection of consultants and supply chain, procurement routes, key outputs and inputs, programme/project objectives, etc.

Your remit will include the coordination and management of external consultants and supply chain partners providing services to the Partnership within your field of expertise, and discrete audit of their outputs. A part of the role is also to support the cost analysis for repair and maintenance project work and advise on procurement strategy matters.

You will lead and coordinate issues in response to the management of commercial risks and provide advice on contractual claims and disputes, analysing outcomes and writing detailed progress reports as appropriate.

Another part of the role is discrete auditing of the value of completed work with oversight of the management of due bills and payment arrangements, maintaining awareness of the different building contracts in current use, and understanding the implications of all health and safety regulations.

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

Assist in establishing project and/or programme requirements and support and undertake feasibility studies to ensure the proposals work.

Provide cost insight and support in activity to produce new concepts and developments.

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.

Advise on procurement strategy for each project and/or programmes.

As a subject matter expert be the point of contact for the external cost consultant teams.

Analyse outcomes and review detailed progress reports as appropriate.

Provide capital planning support and modelling for rolling years investment programmes.

Measures of success

- 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
- 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

<p>Administer production of capex and opex tracking across entire programme, provide QA and due diligence to external provided data, provide cost summaries, management cost reports, and executive dashboard reporting</p> <p>Support end of year reporting, reconciliation and accruals process</p> <p>Understand and assimilate cost analysis for all repair and maintenance project work.</p> <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>	
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Skills	
Project and Programme Management	<p>Extensive experience of running cost and tender activity in retail and construction projects/programmes, with value engineering capability.</p> <p>Can evidence project, team and programme management skills through highly complex construction projects and programmes of work.</p>
Communication	Excellent communication skills at all levels internally and externally, confident to speak externally
Commerciality	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	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 teams and one's self to achieve results.



Qualifications & Experience (where applicable)

Essential

- MRICS / MCIQB or Degree qualified (or equivalent) in Quantity Surveying
- 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
- Proven experience in cost management of retail-fit outs, refurbishments or developments.
- High competency in risk management and communication at all levels .
- Effective communication skills, both written and verbal.

Desirable

- A proactive approach to driving change and improvement.
- Previous experience of people management

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