

Construction Programme Manager PL6

Core information

Location: Mobile	
Reports to: Construction Programme Lead	
People Management: Yes Assignment Management: Yes	
Partnership Level: Partnership level 6	Manager's Partnership level: Partnership level 5
Number of direct reports: 0	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 & 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

You will be accountable for the successful delivery of a variety of retail and non-retail construction projects from inception to completion, with an exceptional customer focus. You will work with internal customers/ stakeholders to develop the brief and offer cost effective solutions and options as the brief develops, taking ownership for the end to end programme. You will work with the external supply chain to develop robust programmes, technical solutions and delivery teams to develop and manage the design and cost effective construction of projects in line with key stage gates, from viability through delivery to project close. Adhering to all the departmental standard processes and providing options to evaluate the balance between cost/operational and customer impact.

In addition to your role as project manager you will be expected, where required, to take on the role of Employer's Agent or Contract Administrator under the different forms of contract and/or manage external consultants to perform the same function. The role will lead and manage the delivery of a portfolio of construction projects (up to circa £20m) and/or programmes of work with moderate strategic risk profiles as required and to meet and/or exceed all Key Performance Indicators working with autonomy when required under Property leadership.

You will negotiate, agree, manage and monitor the delivery of the tenant specifications and compliance with agreement for

leases and other related landlord technical documents.

You will lead both internal and external consultant teams to develop cost and resource efficient solutions, ensuring a consistent approach to designs and standards aligned to Design and Construction objectives.

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

- Programme management delivery excellence managing external teams to deliver programme to cost, time and quality parameters assimilating project data for all management reporting and updates, with a passionate drive for value in everything we touch
- Deliver complex programmes (inc contract administration where necessary) within approved financial budgets (up to circa £20m/project with annual budget accountability upto circa £50m) with exemplar commercial approach
- All legal and statutory approvals for the project/programme of work and ensuring compliance with current Construction Health and Safety legislation
- Set clear vision and direction
- Governance enabled structures, supported by correct resources
- Stakeholder management at all levels throughout the programme lifecycle
- Team engagement - Promote teamwork and cross functional engagement to deliver excellent results
- Risk management - Document and manage risk mitigation
- Promote innovation to reduce CAPEX and improve

Measures of success

- Projects/Programmes delivered on time
- Projects/Programmes delivered within budget
- Projects/Programme delivered defect free
- Projects/Programmes delivered safely
- Accurate and timely contract administration.
- Preparation of design/construction programmes with options articulating benefits and issues.
- Accurate and credible reporting
- Risks mitigated and shared openly to facilitate early resolution with risk registers actively managed.
- Effective governance and resource structure in place
- Effective support of project sponsor in their role
- Key stakeholders receive the information at the right time
- Feedback from stakeholders
- Continuous improvement
- Reacts swiftly to ensure conflicts are managed effectively
- Develops and actively managed personal development plan.



resource efficiency • Offer choices to customers to drive value from projects • Conduct due diligence and monitor performance of category specialists and consultants • Change management - Manage changes in a timely way way to ensure quality and standards maintained • Ensure reporting is accurate and timely • Deliver relevant aspects of Responsible Development Framework and contribute to achievement of Operational CR strategy innovation to reduce CAPEX and improve resource • Champion change and inspire the others to innovate whilst having a planned approach • Encourage more efficient and cost effective ways of working. • Responsible for design standards through category management	
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Skills	
Customer Focus	Exemplar customer focus, delivering to the highest standards
Ownership	Full ownership of project and delivery programme, responding to customer needs with passion to do right first time
Commerciality	High degree of commercial and value management skills, including the ability to work with financial appraisals, develop business cases
Programme Management	Strong programme, project and team management skills
Stakeholder Management	Works confidently at all levels throughout a business, proactively managing stakeholders, building relationships, understanding their needs and expectations, working with them to innovate
Change Management	Flexible approach to change, with a positive approach to fluctuating workload and prepared to work individually or as a team
Influencing	Demonstrates an awareness and ability to work across boundaries to achieve results.

Qualifications & Experience (where applicable)
Essential

- Membership, or actively working towards membership, of the RICS or CIOB
- Degree qualified (or equivalent) in a Construction or Project Management related subject or suitable experience of managing construction within a retail/supermarket environment from feasibility through to delivery.
- Comprehensive knowledge of the planning process and the negotiation of developers shell specifications and agreements for lease and experience of delivering projects in a formal Employers Agent or Contractor Administrator role in addition to a Retail Construction project manager role.
- Experience managing a team consisting of internal and external resources, and 3rd party supplier

Desirable

- Chartered Surveyor or MSc level qualification in relevant discipline or suitable experience of managing construction within a retail/supermarket environment
- Degree qualified (or equivalent) in a Construction or Project Management related subject
- Experience building, managing and influencing diverse relationships across a business
- Experience operating in a challenging organisational environment with a requirement to balance differing priorities and demands
- In-depth knowledge of retail development, with a high degree of customer understanding

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