

Job title: Waitrose Buyer Level 5 (Senior Buyer)

Core information

Location: Bracknell head office ▾	Lines of business or shared capability area: Waitrose
Reports to: Trading Manager	
People Management: Yes ▾	
Assignment Management: Yes ▾	
Partnership Level: Partnership level 5 ▾	Manager's Partnership level: Partnership level 5 ▾
Number of direct reports: Between 0 and 3 Partners	Partnership level(s) of direct reports: Partnership level 7 ▾ Partnership level 8 ▾

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

As a Senior Buyer, you will be a strategic leader within our business, playing a key role in driving our ambition for growth and embedding the right culture. You are accountable for translating overall business visions into high-impact, category-level commercial plans. Leading a cross-functional Pod of multiple Partners, you will develop and deliver optimised range, pricing, and promotional strategies for your categories to drive profitable growth. In doing so, you will actively encourage end-to-end thinking to inspire ownership, promote efficiency, and deliver these results in a sustainable way. You will become the authoritative expert for your categories.

You will be empowered to build a clear supplier strategy for your area and to independently create and nurture strong supplier relationships which are critical to our success. You will actively pursue cost-saving opportunities whilst maintaining quality and ethical standards. In particular, you will have an 'always on' approach to cost of goods management, building a strong understanding of the cost composition of the products you buy and ensuring that this is optimised at all times. In a fast-paced supermarket retail environment, you will be both action-orientated and results-focused but, importantly, will also fully embrace the Partnership Behaviours in the way in which you operate.

Beyond category management, you will often deputise for Trading Managers and Heads of Category Proposition Groups (CPG), leading cross-category initiatives and representing the wider Trading Team on key projects. In doing so, you will have a broad impact on our collective commercial performance.

You may also be a Line Manager for L7 Buyers or other Partners in the Trading Team; however, irrespective of formal reporting lines, you will actively mentor and support less experienced members of the team to build wider-ranging capability. You will lead

or contribute to wider projects, while championing new systems, processes, and ways of working to ensure that the Partnership remains a market leader with a continuous improvement mindset.

Depending on the specific category, some roles will demand specialist commercial and operational skills. Adaptability is key as you may also be required to engage in projects and initiatives that fall outside this primary scope to support business objectives and future growth

Primary Outcomes & Accountabilities	Measures of success
Customer and Commercial Focus	- Optimised range, pricing and promotions for your categories which align with the overall business and Category Proposition Group (CPG) strategies. - Data led decisions combined with a commercial curiosity which keeps you in tune with our customers as well as changes in the market and future trends. - Regular visits to Waitrose shops, as well as competitor shops and websites, to deepen customer understanding; ensuring strategic planning and decision-making are anchored in real-world customer experience and insights. - Continuous improvement mindset with a focus on post implementation reviews (PIRs) and readiness to apply lessons learned. - Key KPIs to include: Sales Value, Sales Volume, Profit (C3£), Value and Volume Market Share, Pricing Index and CPG Plan Delivery.
Supplier and Cost of Goods Management	- Clear supplier strategy for your categories evidenced by the selection and effective management of your supply base, including regular reviews and the addressing of follow-up actions. - Regular visits to suppliers to strengthen relationships plus build insight and understanding of the supply base. - Optimised cost prices and commercial agreements. - Evidence of an 'always on' approach to cost of goods management with demonstrable understanding of product cost composition and focus on continual optimisation.
Brilliant Basics (Data, Tools and Process)	- Leveraging of the different data sources, relevant to the particular circumstances, to aid decision making. - Recognition of the importance of hitting key deadlines, data accuracy and the effective management of the critical path for ranging and promotions. - Good communication and stakeholder engagement. - Adherence to key deadlines.
Pod Working	- Taking the lead in managing your cross-functional category Pod. - Utilising the skills and expertise of other members of the Pod and inspiring ownership in the vision for your categories.
Broader Impact	- This is a strategic leadership role requiring you to deputise for Trading Managers and Heads of CPG. - You will also be called upon to lead cross category projects and to feed into new initiatives. - You will be a champion of change, encouraging others by being an early adopter of new systems, processes or ways of working.
Compliance	- Operating in line with GSCoP, Competition Law and Anti Bribery Laws at all times. - Acting in accordance with our E&S policies e.g. animal welfare, food



	waste, packaging reduction, Farming for nature, Technical Policies & Legislation.
Personal Development	• Prioritising and taking ownership of your personal development • Willingness to embrace and act on feedback.
Line Management (where applicable)	• Creating the right conditions for all Partners to be their best, make their best contribution and achieve their potential. • Being approachable and creating quality time to coach and develop your direct report(s). • Providing regular and honest feedback.

Skills

- Strong negotiations skills are critical to success in this role
- Ability to translate the Business and CPG vision into an effective plan at category level
- Analytical skills
- IT literacy
- Decision making
- Prioritisation
- Influencing
- Supplier relationship management
- Cross-functional working

Qualifications & Experience (where applicable)**Essential**

- Experience as a Buyer or equivalent commercial role
- Experience of cross-functional matrix working
- Experiencing of engaging and influencing at multiple levels within a commercial organisation
- Clear understanding of GSCoP, Competition Law and other legislation relevant to a Buying role

Desirable

- GAP, Scotwork or equivalent advanced negotiation training
- Relevant professional qualifications

Version	Created/updated by	Date
<i>New version (replaces previous version)</i>	<i>James Bone and Bella Hancock</i>	<i>18/12/25</i>
<i>V2 of new version</i>	<i>James Bone and Bella Hancock</i>	<i>16/04/26</i>