

Head of Acquisitions & Projects

Job Description

The Purpose of your role in Our Co-op

As the Head of Acquisition & Projects, you will lead our Acquisition & Projects Team, whilst playing a pivotal role within the Leadership Group in executing our co-op's growth strategies and initiatives. With a clear focus on driving expansion and maximising opportunities, you will collaborate closely with senior leadership to shape our future direction and contribute significantly to our overarching success.

You'll become part of a skilled, engaged, and diverse team, supporting our co-op in our collective vision to be the best at what we do in the East of England.

The Team you are joining

Our Society is looking to grow and reshape its portfolio. The Acquisitions & Projects team plays a leading role in the future planning of our business. This growth is achieved by acquisitions and disposals as well as strategically planning the future of the estate. The team oversees and takes responsibility for collaboration with the trading team and across the business to facilitate strategic expansion into new areas.

Your reporting lines

Location: Wherstead Park, Ipswich, Suffolk, IP9 2BJ

Department: Central Office, Acquisitions & Projects Team

Reports to: Chief Property Officer - Stuart McDonald

What you will be working on at Our Co-op

- 1. Comprehensive Acquisition and Project Service**
Deliver a thorough and professional acquisition and project development service to the Society, ensuring effective management of all property and business acquisitions and disposals.
- 2. Leadership of Transaction Team**
Lead the Transaction Team in overseeing the complete life cycle of property and business acquisitions and disposals, in line with the strategy, and ensuring timely delivery of sites within budget constraints.
- 3. Strategic Growth Advice**
Collaborate with the Chief Property Officer to identify and advise the Senior Leadership Team on growth opportunities across the business, providing insights into potential acquisitions and developments.
- 4. Management of Development Pipeline**
Monitor, manage, and provide reports on a substantial development pipeline of viable new food store and other retail branches, ensuring accurate tracking and reporting of progress.
- 5. Asset Optimisation and Project Leadership**
Oversee and manage the pipeline of development and regeneration opportunities within the investment and trading portfolio. Ensure optimal value is achieved from asset sales, property asset management, re-letting, or refurbishment. Additionally, provide effective project leadership for external consultants and internal resources to successfully deliver property transactions and projects.

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This job description sets out the major tasks associated with the stated purpose of this post. Minor tasks normally considered an integral function of this post will be undertaken and not excluded simply because they are not itemised.

The skills, knowledge and experience we are looking for

As a leader you will require specific skills, knowledge and experience to succeed in the role of Head of Acquisitions & Projects; these are:

Skills

Leadership and Integrity

- Ability to place the Society's vision and mission at the centre of decision-making.
- Demonstrates integrity reflective of the Society's values.

Communication

- Effective verbal and written communication skills.
- Ability to communicate with people at all levels within the Society and external stakeholders.
- Can prepare reports in a concise and easily understandable manner.

People Leadership

- Skilled in leading people.
- Ability to relate to people at all levels.
- Ability to collaborate cross-functionally and make decisions right for the business.

Business Acumen

- Opportunistic and entrepreneurial mindset.
- Ability to make convincing business cases for major property-related investments.
- Financially astute.

Organisational Skills

- Excellent organisational abilities.
- Ability to work under pressure, be flexible, and meet tight deadlines.
- Technically proficient in the ability to work with modern technologies.

Adaptability and Enthusiasm

- Adaptable, enthusiastic, committed team player.
- Good sense of humour.

Knowledge

Commercial Property Market

- In-depth knowledge of the East of England commercial property market.

Property Transactions

- Experience in acquiring and disposing of property and business assets, including valuations and subsequent reporting.

Property Development and Regeneration

- Understanding and experience of property development and regeneration processes.

Experience

Reporting and Collaboration

- Experience of reporting and collaborating at a senior level.

Commercial Property Transactions

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- Extensive experience with a minimum of 5 years post-qualification experience in a Commercial Property/Transaction role as a member of the Royal Institution of Chartered Surveyors (RICS).

Negotiation Experience

- Experience negotiating with various stakeholders in all aspects of acquisition and project development agreements for leases, leases, and occupational specifications.

Other

- Hold a current valid driving licence.

Things you need to know

This is a hybrid-working position which will require you to balance time in our office and working from home, the arrangements of which will be discussed at Interview.

Please note that our working patterns are non-contractual. The advertised working pattern represents the normal working pattern for the role at time of advertisement and is subject to change.

Our Values

At Our Co-op, we live by a set of four values. What's important to remember is that your behaviours reflect our values in whatever task you're performing.

Do the right thing

- We're fair, trustworthy, honest and open
- We behave in an ethical way
- We care for our colleagues, members, customers, suppliers and communities

Whichever value we are living, unstoppable, stronger together or a place for people to grow, we should be **doing the right thing** at the same time.

Unstoppable

- We're courageous, determined and resilient
- We welcome change
- We believe that 'speaking up' is important in helping us to improve
- We try new things, even if it means not getting it right first time

Stronger together

- We create a positive working environment through building good relationships with others
- We work as one team, wherever we work in our co-op
- We celebrate our differences

A place for people to grow

- We're open to learning new things every day
- We support each other to grow
- We strive to be the best we can be, personally and professionally