

Role Profile – SPAR UK

Title	Trading Project Manager	Reports to: Director of Trading
Department	Central Office SPAR Trading Department	
Location	Harrow	

Dimensions

a) Responsible for People:

No Direct Reports
Indirect Accountability for Project Teams

b) Financial Responsibility (Delivery & management of agreed budgets, to include Project budgets when applicable)

Work Pattern

Hours as required based on a basic 35 hours per week 9am-5pm. Located at SPAR UK in Harrow. Travel may be required (from time to time) to SPAR Retail Distribution Companies in the UK including Scotland and Northern Ireland.

Purpose of Role

The Project Manager is responsible for the co-ordination, and completion of key Trading Projects, principally “Gatekeeper” project, but not limited to.

To oversee all aspects of the Project Lifecycle, including but not limited to, agreeing the scope, determining the critical path, assisting in the assignment of responsibilities, budgets, success criteria and communications strategy etc and monitor and summarise the progress of any Projects.

Prepare and produce timely management reports to track performance and other deliverables, identifying risks and or barriers to the success of the Project through timely escalation

Create and maintain comprehensive Project Documentation including process maps, be a champion for continuous improvement, identifying and capturing any learnings

Be a facilitator of change, leading by example

SPAR

SPAR UK works on behalf of 5 regional distribution companies, delivering Trading, Marketing, Format Development, National Account Management and New Product Development services. At any time, a number of projects will be underway. The business plan for 2018/9 and beyond includes a significant programme of Trading reviews, and other new projects, delivering a substantial set of financial benefits and new capabilities to SPAR and therefore to our RDC shareholders.

SPAR is a ‘symbol’ group, which means individual SPAR members retain their independence but enjoy the advantages of belonging to a global brand. SPAR members reap the benefits of being part of a large international organisation with collective buying and marketing power, a strong corporate image and impressive back-up resources. The distribution is organised through 5 wholesalers (RDCs) who are individual businesses in their own right and who then supply product to their own (company-owned) stores and independent retailers.

Principle Accountabilities

To oversee all aspects of the Project Lifecycle, including but not limited to, agreeing the scope, determining the critical path, assisting in the assignment of responsibilities, budgets, success criteria and communications strategy etc and monitor and summarise the progress of any Projects.

Person Specification for the role

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">Graduate calibre (can be defined via aptitude testing)	<ul style="list-style-type: none">Degree or post graduate qualification (or equivalent) in Business related subjectPrince2 or working towards this qualification
Experience	<ul style="list-style-type: none">2-3 Years of Project Management	Retail industry experience
Skills	<ul style="list-style-type: none">Able to demonstrate sound project management skillsAble to demonstrate sound judgmentProven influencing skills at all levelsHigh Level NumeracyAnalytical thinkingProblem solvingExcellent communication skills, the ability to communicate to all levels of managementProven decisive decision making skillsAble to work with ambiguityHighly developed Commercial Awareness	<ul style="list-style-type: none">Proven experience of working across different fast paced teams
Competencies/ behaviours	<ul style="list-style-type: none">Customer focusPlanning and organising skillsLeadership SkillsCommercial awarenessCommunication including influencingSelf-motivation and resilienceDecision making and judgement	<ul style="list-style-type: none">Innovate and creative