

Role Profile – Spar UK

Title	Trading Manager	Reports to: Head of Grocery
Department	Central Office Trading Department	
Location	Harrow	

Dimensions

a) Responsible for People:

Nil

Roles of direct reports:

b) Financial Responsibility(Delivery & management of agreed budgets,to include:)

Income budgets – over riders, promotional key monies, marketing

Multiple retail group bonuses

Secondary income streams - Income for Conferences and other events

SPAR Cost of goods

Turnover of products in control

Work Pattern

Hours as required

Based at Spar UK in Harrow but UK/Foreign travel as required

Purpose of Role

To develop, implement, and review a trading plan for a specific product range that leverages Spar's scale and efficiency with suppliers to reduce cost of goods, optimise terms and increase income whilst reducing the risks and conditionality for the RDCs and delivering measurable benefits to the Group.

SPAR

SPAR is a 'symbol' group, which means individual SPAR members (of which there are 5 in the UK) 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. Members are accountable for their own purchasing with this role ensuring a consistency of approach, group discounts/income and the availability of a quality own brand. Independent retailers who join the SPAR members also take advantage of the benefits.

Within trading the impact of this is that trading roles are not accountable for margin or retail selling price as these are set by the members (also called Regional Distribution Companies or RDCs) and/or the independent retailers.

The business is complex due to the operation and the relationship with the RDCs who make the key trading decisions and have differing needs and styles. However this brings the opportunity to understand, interact, analyse and influence six different businesses, at a senior level, with differing objectives and plans.

Principle Accountabilities

- To identify, source, and develop consumer facing SPAR label products and ranges to meet customer needs and business requirements which meet brand and commercial requirements, including availability levels, and which increase overall sales and participation.
- To develop, review and deliver national terms agreements through effective negotiations with suppliers on cost price (as RDCs are accountable for retail price) ensuring cost price is minimised, income is maximised, risk minimised and relevant benchmarks are applied to all cost price; branded and own brand
- Obtain, review and analyse supplier promotion plans in conjunction with SPAR marketing plans to identify, agree with suppliers and deliver a national promotional plan for the products in control, which is a consistent and competitive consumer offer and which increases income for the RDCs
- Build effective relationship with the RDCs/suppliers and other key stakeholders to deliver the trading area's plan and ensure that all stakeholders are communicated to and informed appropriately and effectively at all times
- To review, track and analyse the market both in terms of trends and competitor activity ensuring the SPAR trading plans for the area covered exploits the opportunities whilst risks and threats are mitigated
- To plan, negotiate and deliver the trading budgets with specific responsibility for the tracking, monitoring and delivery of the budgeted income
- To review stock levels of Spar own brand and ensure sufficient stock levels are maintained at all times whilst write offs are minimised.
- To drive category growth in relation to category business plans, via promotional and sales plans.
- To develop own brand products in conjunction with the own brand development team in line with the overall category business plan.

Measures for the role

- Income v budget
- Retail offer benchmarks v Tesco and Nisa
- Participation of the Spar branded products
- SPAR Brand availability at all times and at a minimum of 98% for areas of control
- Effective and timely delivery of Spar branded products to the business
- Improved trading terms with suppliers
- Reduction in net cost prices
- Delivery of trading plans
- Consistent and competitive promotions plan
- Timely and accurate communication and information to the business on performance of the area, products, own brand and progress on budgets

Person Specification for the role

	Essential	Desirable
Qualifications	Graduate calibre (can be defined via aptitude testing)	1. Degree or post graduate qualification in Business related subject
Experience	<ol style="list-style-type: none"> 1. Proven experience of buying and/or selling products within a fmcg organisation 2. Communicating, negotiating and managing a large supplier base achieving measurable benefits and objectives 3. Proven experience of building effective relationships with individuals and groups with differing needs and for whom there is no line authority 4. Reviewing, understanding and analysing of market information for a given product area and planning of how to react successfully in given conditions 5. Planning and managing a product range to budget and brand requirements 6. Successful delivery of projects to time and budgets 	<ol style="list-style-type: none"> 1. Trading experience gained within a retail and/or wholesale environment and preferably within food 2. Planning and managing an own label product range to budget and brand requirements 3. Planning and delivery of a trading strategy 4. Planning and delivery of a national promotional plan 5. Reviewing stock levels to minimise risk
Skills	<ol style="list-style-type: none"> 1. Numeracy – at graduate level (ability to read, analyse, review and format numerical information highlighting trends and dependancies) 2. Literacy – at graduate level (ability to read, review and analyse written documents and to prepare documentation and reports for a wide variety of audiences) 3. PC – competent in outlook, word and powerpoint and excel 4. Problem solving 5. Analytical thinking 6. Negotiation at board/senior level 	Advanced excel
Competencies/ behaviours	<ul style="list-style-type: none"> Customer focus Planning and organising skills Team membership Commercial awareness Communication including influencing Self motivation and resilience Decision making and judgement Open Minded, Flexible attitude 	Innovate and creative