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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | OL Project Manager | Department | Commercial |
| Function | Sales | Site | Home based, but must be prepared to travel to factory sites and customers as required. |
| Date | February 2022 | Approved by  (manager) |  |

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| SECTION 2 – JOB SUMMARY |
| You will be responsible for developing and implementing the innovation and renovation strategy for some of the UK’s most iconic and best loved retailer brands.  We are looking for an OL project manager who is looking to make their mark. This role will be responsible for responsible for leading the delivery of up to a number of projects (20+). These will vary from artwork only changes through to more complex innovation delivery.  They are accountable for delivering a healthy innovation pipeline for our key customers, in line with Hain catalogue objectives to ensure that we minimize complexity for our factories and maximize profits for Hain.  They are responsible for the direction and engagement of the local teams including operations, NPD, sales, category and customers. Working closely with the strategic marketing roles to understand portfolio strategies and protected attributes for our brands. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| Project Management – lead the management of key Own Label projects though our business and drive via the Stage and Gate Process. | 40 |
| High on-going cross-functional collaboration, including the weekly cross functional project group meetings and relationship building with critical suppliers | 50 |
| On the internal ‘Smartflow’ project Management system and prces for Own Label Projects. |
| Artwork management and co-ordination |
| Work with Commercial Managers to feed into annual planning and identification of growth opportunities within our categories. | 5 |
| Learning and development – Participating in key learning and development event to continue to develop functional competencies and leadership capabilities. | 5 |

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| SECTION 4 – EDUCATION & EXPERIENCE | |
| Education Level (i.e. Degree, Prof. Quals., etc) | Degree level |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | 5+ |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | * Strong Project Management * Delivers consistent results * Strong prioritisation setting * Creates collaborative relationships * Able to deal with conflict * Able to navigate across a number of different sites and customers * Builds effective teams * Creative problem solver * Developing brand strategy * Innovation management * Campaign development and deployment |

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| SECTION 5 – DIMENSIONS & SCOPE | | | |
| Budgetary Responsibility | Direct/Indirect Budget  Yes | Size/Amount  £100k artwork spend |  |
| Other key dimensions  (.e.g. sales, products, skus, reports, invoices, etc  Please put description and numbers | Responsible for a portfolio of products spanning multiple formats and potentially multiple locations within the store. | | |

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| SECTION 6 – CONDITIONS OF ROLE | |
| State any conditions for role  (e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) | Home based, but must be prepared to travel to factory sites and customers as required. |

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| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size (if none put 0) | 0 |
| Senior Brand Manager |
| National Account Manager | Reports to (Job Title) |  |
| Senior Category Manager |
| NPD Manager | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** | |
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| SECTION 8 – SIGNATORIES | | | |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |