**Position: Buyer**

**Reporting to: Director of Buying**

**Based at: Flexible - Home working supported with set times in Norwich HQ**

**Job Purpose**

Is known for creating distinctive, competitive product assortments that are inspirational, high quality and offer the best value for customers. Works with the Merchandiser to deliver an assortment and pricing strategy that maximises sales and profit. Works with suppliers to develop innovative product ranges that provide The Cotswold Co with a competitive advantage. Develops strong cross-functional relationships to deliver department and business KPI's.

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| **Responsible for*** Buying Assistant
* Buying Administrator
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| **Key Duties and responsibilities*** Working as part of a team to ensure The Cotswold Co product assortment is cohesive across all categories.
* Achieving GP1% for own product categories.
* Developing strong relationships with suppliers and cross-functional stakeholders.
* Keeping a strong market awareness and understanding.

LEADER* Responsible for the development and progress of the BA through regular coaching and feedback, supporting them to be the best they can be as well as managing performance in a professional and empathetic manner.
* Plays a crucial role in communication of the Product Strategy to internal stakeholders.
* Collaborates with the rest of the Buying team to support the delivery of the Product Strategy as a group.
* Leads the day-to-day running of their Buying Office and builds strong relationships with suppliers and internal colleagues.

STRATEGIST* Is familiar with the Product Strategy and supports this vision with key stakeholders.
* Supports and leads the delivery of the relevant parts of the strategy.
* Takes ownership for finding solutions and showing initiative in problem solving.
* Analyses sales performance, profitability, market trends, competitors and consumer buying patterns to identify areas of opportunity and risk for their category.

CREATIVE* Challenges the "status quo", building product assortments that are differentiated to the market and respond to relevant customer trends.
* Demonstrates a passion for product and constantly looks for improvements in product ranges to give The Cotswold Co a competitive advantage.
* A commercially creative thinker who can think of new ways to address sales and margin challenges beyond immediate KPI's.
* Travel to relevant trade fairs, suppliers and inspirational locations to keep creative ideas fresh (with prior agreement of the Director of Buying)

NEGOTIATOR* Negotiates the best prices and/or marketing support without compromising other terms.
* Develops and maintains a clear sourcing and supplier strategy in conjunction with Merchandising & Direct Sourcing to ensure the product vision can be met.

TRADER* Works closely with the Merchandiser to compile and present seasonal product strategy (including pricing, promotions & sourcing) to ensure all financial KPIs are met.
* Identifies and recommends trading actions in season on a weekly/monthly basis and seeks approval to act on this.
* Demonstrates strong commercial awareness and identifies and acts on opportunities with respect to the market place and key competitors.
* Accountable for on-line launch position and on-going maintenance of the product range.

OPERATOR* Accountable for managing effective delivery of the Buying Office processes and Critical Paths.
* Develop and maintain effective working relationships with all relevant departments. Role models excellent communication skills and regularly gives and acts on feedback in a positive manner.
* Work closely with the technical manager and QC team on all new product developments specifications.
* Establishes and develops close working relationships with existing and new suppliers to ensure business objectives are met.

COMPLIANCE* Upholds company policy on competition and anti-bribery laws.
* Works with Technical team to ensure product is delivered to the level expected to meet Cotswold Quality standards and any legal compliance

**General Responsibilities:*** To demonstrate and support a commitment to Equal Opportunities, diversity and customer care in accordance with established good practice and guidelines.
* To ensure that own personal performance and knowledge are continuously assessed for improvement.
* To have up to date knowledge of H&S working directives and good practice. Awareness of own health and safety and how it may affect others in the workplace. Report any health and safety concerns to your line manager or Health and Safety Officer.
* To promote the company and the work of the team in a positive manner at all times.
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| **Financial Accountability (budgets £, sign off level, financial responsibility etc)**Delivering GP1%. |

Person Specification

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| **Essential qualities and behaviours we’re looking for*** Ability to think strategically whilst keeping sight of the detail at all stages
* Ability to achieve the right balance between creativity and commerciality
* A sound negotiator with experience dealing with large suppliers/manufacturers – including Far East negotiation.
* Strong interpersonal, influencing, communication and presentation skills
* Good analytical and problem-solving skills
* Strong commercial acumen
* Excellent time management including critical path management.
* Positive attitude, able to work as part of a team and hands-on approach.
* Represents The Cotswold Company in a professional and appropriate manner at all times
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**Qualifications, skills and experience**

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| **Essential**  | **Desirable**  |
| 3-5 years experience in a retail buying environment working way up from Buyers Assistant to Assistant Buyer. | Worked previously for a Lifestyle Brand. |
| Experience of sourcing products from a wide range of suppliers. Strong supplier management skills. | Experience of Direct Sourcing from the Far East. |
| Proven experience of NPD within an own brand environment. | Previous experience of a mid-premium retailer. |
| Strong knowledge of the UK furniture and Homewares markets. |  |
| Evidence of strong interpersonal skills and working well in a team. |  |
| PC literate with strong excel and presentation skills. |  |