

# Store Development Project Manager

## WHO WE ARE - KO WAI MĀTOU

We are Farmlands - Te Whenua Tāroa, a Co-operative owned by New Zealand Farmers and Growers, we have been around for 60+ years, supporting our rural communities, looking after our land and our people - we're Out Here Too. We're always backing Kiwis - rain or shine, year in, year out. We work as one – we help each other, we win together.

## PURPOSE AND VISION – TE KAUPAPA ME TE MATAKITE

At Farmlands, our purpose is “To enable improved profitability and productivity for NZ farmers and growers”, and our Vision is “To be the go-to for everyone connected to our land”. Everything we do, every decision we make is with this in the forefront of our minds.

## OUR VALUES – NGĀ UARATANGA

Our values of Be You, Minds Open, and See It Through help us to work as one - helping each other and winning together. We're rural people supporting our rural communities looking after our land and our people.

### Be you - mōu ake

It takes all sorts to make an awesome team. Diversity, different perspectives and a fresh approach to problems make everyone in the team stronger. It's not who you are or what you look like, it's all about what you bring to the table that matters.

### Minds open - hinengaro tākoha

We came from a generation of greatness. It gives us the solid foundation to move on, focus on the future and use our creativity and ingenuity to build Farmlands for the next generation.

### See it through - whakamaua kia tina

We're a team. United through our love of the land and the communities we serve. We back ourselves, each other, and get behind the decisions we make together.

## POSITION PURPOSE – TE PŪTAKE O TE TŪRANGA

Reports to - Kaiwhakahāere:	GM – Transformation
Your Team – To tīma:	EPMO
Direct reports - Kaimahi:	No

The Store Development Project Manager is responsible for leading and managing end-to-end delivery of new retail property development projects across the retail network. This includes greenfield developments, major refurbishments, relocations, and infrastructure upgrades. The role ensures successful planning, stakeholder engagement, budget control, and timely delivery of property projects, in alignment with business objectives and operational readiness.

## KEY ACCOUNTABILITY AREAS – NGĀ WĀHANGA MAHI

### **Safety and wellbeing - *Haumarutanga***

Actively contribute to a safety-first culture by:

- Keeping yourself and others safe, and participating in safety and wellbeing activities
- Speaking up if you see something that is not and could injure yourself or others in the workplace
- Ensuring that all KPI's, policy and procedure requirements related to safety and wellbeing are completed on time and in full, every time

### **Project Oversight and Delivery — *Aroturuki* *Kaupapa me te Tukunga***

- Lead and manage large-scale store development projects with a property development component from inception to completion.
- Drive project execution ensuring delivery on time, within budget, and to required quality and safety standards.
- Maintain clear project goals aligned with the business case.

### **Project Governance and Reporting — *Mana* *Whakahaere me te* *Pūrongo Kaupapa***

- Manage and facilitate project steering committees (steercos), ensuring governance and oversight are maintained throughout.
- Provide regular project reporting to key stakeholders, including risks, financials, and status updates.

### **Stakeholder and Team Coordination — *Whakawhanaungatanga* *me te Mahi Ngātahi***

- Engage with internal and external stakeholders including architects, engineers, contractors, and councils.
- Coordinate project delivery with Retail Development Leads, Supply Chain, Transport, Merchandising, and Health & Safety teams.
- Facilitate communication across cross-functional teams to align objectives.

### **Financial and Resource Management — *Whakahaere Pūtea me* *ngā Rauemi***

- Develop and manage project budgets and forecasts.
- Monitor and control costs throughout the project lifecycle.
- Process project-related invoices and maintain accurate financial records.

### **Site and Construction Management — *Whakahaere Pae me te* *Hanganga***

- Conduct regular site visits, ensure construction milestones are achieved, and quality standards met in conjunction principal contractor
- Oversee technology fit-outs and racking installation in collaboration with IT, Retail and Supply Chain Developments.

### **Risk, Issue & Dependency Management — *Whakahaere Tūraru,***

- Identify and proactively manage risks and dependencies across the project.
- Develop mitigation strategies and escalate where necessary.

## ***Take me ngā Herenga***

### **Operational Readiness —**

#### ***Te Whakarite i te Mahi***

##### ***Whakahaere***

- Coordinate store operational readiness including signage, stock infill, and technology setup.
- Lead the development of new store processes and training for operational staff (e.g., new drive-through or layout changes).
- Manage planning and execution of old site sell-down and make-good activities.

### **Change & Transition**

#### **Management —**

##### ***Whakahaere***

#### **Panonitanga me te**

##### ***Huringa***

- Ensure business alignment across finance, supply chain, and I&D.
- Track project benefits and ensure smooth transition into business-as-usual operations (BAU).

### **Opening Readiness &**

#### **Marketing Coordination**

##### ***— Te Whakarite***

##### ***Whakatūwhera me te***

##### ***Whakawhanaungatanga***

##### ***Hokohoko***

- Plan and coordinate opening events, internal communications, and marketing campaigns to support store launches.
- Liaise with the marketing team to ensure alignment with store branding and business case promotion.

### **Professional**

#### **Development -**

##### ***Whakawhanaketanga***

Continue to develop personally and professionally by:

- Maintaining regular contact with manager to discuss progress and performance, seek feedback and address development areas
- Engaging with Farmlands performance development process, recording progress and goals
- Being a positive supporter and leader of change initiatives
- Ensuring all training requirements are completed as required

**These may change from time to time to meet operational or other requirements.**

## WHAT YOU'LL BRING - ĀU ĀPITITANGA KI TE TŪRANGA

### Experience - Āu tautōhitotanga

- 7+ years of experience in property and retail project management.
- Proven experience leading capital projects and property developments.
- Strong financial acumen and experience in budget management.
- Excellent stakeholder engagement and communication skills.
- Demonstrated understanding of compliance and regulatory frameworks.

### Qualifications – Āu tohu mātauranga

- Relevant Project Management qualifications with a focus on retail development or construction.

### Knowledge – Āu mōhiotanga

- Proficient computer skills, including Microsoft Office applications
- Analytical skills
- Proven experience in retail planning, budgeting, and reporting.
- Strong understanding of retail operations and the ability to work with sales and financial data.

### Skills – Āu pūkenga

- Business Case Development
- Project planning and execution
- Stakeholder engagement and communication
- Financial and risk management
- Process and change management
- Leadership and team coordination
- Commercial acumen

### Personal Attributes – Ōu āhuatanga

- Ability to influence others and move toward a common vision or goal
- Prepared to listen to different perspective and engages others to develop solutions
- Demonstrates high levels of energy, determination, tenacity and persistence to achieve outcomes
- Quickly and effectively establishes and maintains strong, mutually beneficial and long-lasting working relationships
- Integrity and high personal and professional standards
- Proactive and goal-oriented with a track record of delivering accurate forecasts and reports.
- Strong organisational skills and the ability to manage complex data.
- Collaborative team player with the ability to communicate insights effectively.
- Analytical mindset to identify areas for process improvement and cost optimization.
- Adaptability to changing priorities and ability to handle high-pressure situations.
- Dedication to maintaining high standards of data accuracy and reporting quality.