



POSITION DESCRIPTION

Position Title: Team Manager
Department: Administration
Position Reports To: Board of Directors

Job Summary:

The Team Manager is responsible to the Board of Directors for the administration coordination and control of all aspects of the business in accordance with approved financial and operational plans. This position provides effective, collaborative leadership to the Management Team and staff in operational planning and policy development as well as ensuring appropriate resources are in place to support the mission of the Co-op.

The Team Manager's duties are performed consistent with the Co-op's mission and values, the Co-op policies and procedures, and its Team Management philosophy.

Key Responsibilities and Accountabilities:

Board Relations

1. The Team Manager works closely with the Board to develop and, with the Management Team, implements the strategic direction of the Co-op, based on a sound understanding of the internal and external environments that impact retail grocery and hardware commodities.
2. Attends monthly Board Meetings
3. Refers to the Board of Directors those matters requiring their attention and/or approval.
4. Reports to the Board of Directors on the financial and operational health of the Co-op and makes recommendations as necessary.
5. Reports to the Board of Directors on environmental programs and issues affecting the Co-op.

Financial & Legal

1. Leads the development and implementation of financial plans, policies, goals and forecasts, to ensure continuing growth of sales, services and savings (i.e. profits) and to build, protect and enhance the financial strength of the Co-op.

2. Leads the preparation of operating and capital budgets for all major activities of the Co-op, subject to approval by the Board of Directors.
3. Continually monitors financial results of the Co-op and takes prompt corrective action as required.
4. Collaborates with the Management Team in the creation of, and administers a loss prevention program for the Co-op.
5. Strives for high levels of efficiency and maintains a careful and judicious control of expenses.
6. Keeps informed of general business conditions, legislation, new developments and problems that may affect the position of the Co-op.

Operations

1. Provides collaborative leadership to the membership team by facilitating the group effort in the achievement of the operational goals of the Co-op.
2. Works closely with Federated Co-operatives Ltd and the Co-operative Retailing System in maintaining a mutually beneficial relationship.
3. Establishes a preventative maintenance programs for all equipment resources and plans for the replacement of obsolete equipment systems.
4. Oversees maintenance of the land and buildings owned by the Co-op and administers the contracts and work performed by any contractors hired in the performance of these activities.
5. Maintains effective communication and relationships on behalf of the Co-op with the Ringside merchants.
6. Monitors, negotiates and administers lease agreements with the Ringside merchants.
7. Attends meetings of the Ringside Merchants as required.
8. Responsible for all major projects related to the land and buildings owned by the Co-op that arise from time to time.
9. Negotiates, administers and ensures compliance with the Co-op's contract with Canada Post.

Marketing, Communications & Member Relations

1. Performs as a visible leader and role model in the implementation of cooperative values and principles.
2. Enhances the image of the Co-op with civic and provincial governmental agencies, community groups, industry groups, members, employees and the public through visible leadership and participation.
3. Works in conjunction with the Board's Member Relations Committee to initiate, guide, implement and monitor effective member relations programs
4. Works with the Management Team to develop and carry out a communications and marketing plan for the Co-op
5. Coordinates and oversees the organization of membership meetings.

Human Resources Management

1. Assures full compliance with the Collective Agreement and all provincial and federal HR legislation.

2. Ensures that the Co-op provides a safe work environment for all staff and customers, and that all staff are trained in and follow all appropriate organizational safety procedures and guidelines.
 3. Ensures the Co-op has progressive policies to attract, develop, motivate, retain and fairly compensate capable staff, while maintaining a high degree of employee morale.
 4. Selects, develops, directs and monitors the performance of a competent management team for the administration of all major functions and activities.
 5. Directs and shapes a succession plan for the Co-op, that ensures required human resources are in place in the future.
 6. Maintains an employee environment that is built on effective communication, mutual trust and respect.
 7. Ensures the Co-op has an effective communication plan for its employees.
-

Education and Experience:

1. Minimum of three years of retail, independent store and/or cooperative management experience;
 2. Strong financial management skills, including experience with operating, capital and cash budgeting, as well as the ability to review and analyze financial statements;
 3. Experience working for, or serving on a Board of Directors, as well as respect and support for the process of working with a Board of Directors;
 4. Experience, understanding and commitment to cooperative values and principles;
 5. Ability and desire to work in a collaborative decision-making environment, as well as respect and support for the process;
 6. Excellent interpersonal skills including the ability to communicate effectively both verbally and in writing;
 7. Knowledge and experience in a computerized environment;
 8. Ability to manage multiple projects and work to multiple deadlines;
 9. Excellent coaching and facilitation skills;
 10. Strong organizational skills and attention to detail;
 11. Ability to maintain a high degree of confidentiality;
 12. Good reasoning ability, sound judgment and integrity.
-

Approval:

Approved by the Board of Directors
October 1, 2018