



THE BICESTER COLLECTION

Job Description

Rising Executive Business Planning Manager

The Bicester Collection

The Bicester Collection are the worlds' leading luxury shopping destinations, and we are committed to creating magical and memorable experiences for our guests. Taking the name of the founding Village, The Bicester Collection distinguishes the 12 Villages in Europe, North America and China, as one collection of destinations for our guests, our brand partners, our travel and tourism partners, our corporate and financial media, and our internal teams.

The Villages are located close to some of most celebrated cities: London, Milan, Munich, Dublin, Barcelona, Madrid, Paris, Brussels, Frankfurt, New York, Suzhou, and Shanghai.

Our Vision is to be the best shopping destination in the world.

Our Mission is to make the lives of others better - our brands, our guests, our people and our communities.

Our Brand Promise is to offer something extraordinary every day.

Our Five Values are the glue that bind us together and allows us to lead ahead.

- **Authenticity** - Always do the right thing
- **Innovation** - Think outside of the box
- **Passion** - Do what you love and love what you do!
- **Critical Thinking** - Challenge the obvious
- **Vision** - Be mission driven always

Come and live Your story with us

The key to our success is the quality and commitment of our people. The Bicester Collection is made up of 1,200 colleagues of 50 nationalities. We are diverse in background, age, experience and leadership style. We believe that an inclusive workforce makes magic happen, and with this in mind we welcome everyone - regardless of age, gender identity, race, sexual orientation, physical or mental ability or ethnicity - to be a part of our family.

We are offering a fantastic opportunity for a professional and commercially focused individual to join us. We have huge ambition for what we can achieve together and we want to have fun!





THE BICESTER COLLECTION

Rising Executive Business Planning Manager

About the Rising Executive Program

The Rising Executive Program is a transformative rotational journey designed to equip high-potential professionals with the essential skills for future leadership in our business. Participants at the Business Planning Manager level will spend two years in the program to immerse themselves in diverse geographies and business functions, gaining firsthand insights into the core drivers that propel our European, UK, and USA operations.

The rotational program offers a set of development opportunities, including strategic projects, task forces, and networking events, complemented by targeted trainings, workshops, and conferences to hone management and leadership skills. Rigorous performance development ensures that Rising Executive candidates are successfully meeting and exceeding program competencies and showing excellent potential to progress in our business.

Towards the end of the program, each Rising Executive candidate who has successfully passed their competency reviews will collaborate closely with the Program Director to craft a personalized post-program trajectory to propel them into leadership roles.

The Rising Executive Program is present in all of our European Villages and the newly opened Belmont Park Village in New York, USA. As a Business Planning Manager in this program, you may be asked to work in any of these locations throughout your journey in the program.

About the Role:

As a Business Planning Manager, you will partner with the Business Director and local leadership team as well as with the Group to develop a robust rhythm of business infrastructure, thinking holistically and strategically about key operational rhythms, business processes and procedures.

Your key role is to support the growth of our business and enable effective business planning to propel us into the future. This is an ideal role for someone with a strong financial understanding and is passionate about continuous improvement: someone who would like to gain a broad and deep understanding of the operations within teams and how they contribute towards aligning with the overall strategy of a Village or department, and that of the larger and rapidly evolving organisation of Value Retail.

As a Rising Executive in this position, you will be expected to contribute creative solutions and insights in all of your key areas, with a focus on continuous improvement and change management. You will also mentor or lead other more junior colleagues, and participate in Rising Executive Conferences and projects to enhance your breadth of knowledge about our business and network with senior leaders.



THE BICESTER COLLECTION

Rising Executive Business Planning Manager

Key responsibilities

The key responsibilities of this role will include some or all the following.

- Perform and manage complex and sensitive planning projects, research and analysis.
- Advise the Business Director on all Business Planning and Performance matters, delivering insights to help manage the business more effectively and drive growth.
- Serve as a liaison and work together with the management team in order to ensure the delivery and execution of the Business Plans.
- Participate in budget preparation and administration, monitor and control expenditure with a focus to drive EBITDA.
- Support the planning, development and execution of the Strategic Business Reviews, aimed at improving the sales performance.
- Act as an employee champion and change agent – Build trust by inquiring about expressed and unexpressed needs of others to more accurately understand underlying issues.
- Seek to develop integrated solutions to enable teams to be more effective.
- Identify impact and risks across the organisation and actively communicate to key stakeholders.
- Formulate partnerships across all teams to deliver value-added service to management and employees that reflect our objectives.
- Reduce process variation across work streams to optimize performance and overcome barriers, pushing for a continuous improvement mindset.
- Maintain an effective level of business literacy on the business units' financial position, its short-mid-long-term plans, industry relevance and competition.
- Provide the Business Director with market intelligence about the local market and competitive landscape in order to assess new brands, trends, guest profiles, and services that could drive our growth.
- Understand how digital transformation impacts the business and try to leverage technology to optimise processes, drive innovation, aid in faster decision making, in order to positively impact our Business growth.
- May manage and develop a team of analysts (including possibly some Rising Executive Business Analysts), demonstrating strong team building skills and a focus on enhancing overall team skillset and preparedness.
- As part of the Rising Executive Program cohort, you will also receive opportunities to collaborate on projects outside your core role, and will receive targeted learning & development/training throughout the year.



THE BICESTER COLLECTION

Rising Executive Business Planning Manager

About You

We are looking for an individual who can display the following experience and skills:

- o Strong background in financial analysis and reporting measures.
- o Strong working knowledge of Excel but also other financial modelling techniques.
- o Demonstrates leadership and ownership skills
- o Demonstrates preparedness, institutes measurement strategies, and responds to project-related problems. Shifting approach in response to the demands of a changing situation.
- o Excellent skills in all aspects of planning, cross-group collaboration, communications, analytical capabilities and attention to detail.
- o Exceptional project management skills
- o Sound business acumen
- o Passion and proven record for execution with measurable results; focus on delivering impact.
- o Ability to work successfully across a complex, highly-matrixed environment.
- o Ability to deal with ambiguity, navigate uncertain situations, and drive for clarity.
- o Emotional intelligence and strong self-management.
- o Demonstrates strong capability in verbal and written communications skills across all levels
- o Demonstrates sound business judgment and professional demeanour.
- o Demonstrates ability to work in diverse, cross functional teams and create team harmony and excellence.

Key competencies at Your level

The Bicester Collection has developed a competencies framework that supports career path and it's defined at 3 levels, individual, managerial and leadership level.

In this role, at the managerial level, the key competencies are:

- o **Apply Effective Decision-Making** - Make good, timely decisions that allow the organisation to stay ahead in the race for relevance
- o **Be Diplomatic and Neutral** - Move comfortably through complex policy- and people-related organisational dynamics
- o **Be Resilient** - Bounce back successfully from difficult situations
- o **Be Resourceful** - Allocate resources effectively and efficiently
- o **Build, Manage and Develop Teams** - Build high performance teams to achieve organisational goals and help team members develop their career journeys
- o **Drive Results** - Achieve results even in complex circumstances
- o **Handle Complexity and Manage Ambiguity** - Make sense of multifaceted, contradictory and high-quality information to solve problems and effectively deal with unclear situations
- o **Influence and Build Relationships** - Gain support and commitment by making convincing arguments and by building networks internally and externally
- o **Show Self-Awareness** - Proactively gather feedback to build a true picture of your strengths and areas for improvement
- o **Use Critical Thinking and Innovation** - Be willing and able to think outside the box and Generate and implement new ideas and ways of working to increase success

Last Update: January 2025