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| **JOB DETAILS** | |
| **Job Title:** | **Head of Acquisitions** |
| **Function: Department** | **Property Development** |
| **Location:** | **Milton Keynes / Remote** |
| **Reporting to: Reporting To** | **Steph Hedger, Property Development Director** |
| **Effective Date: irectReports** | **Q1 2025** |
| **Financial Scope/Operating Budget/Revenue (P&L) (If Applicable)** |  |
| **Old DPG Grade/New DPG Band:** | **C** |

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| JOB PURPOSE & RESPONSIBILITIES |
| **Job Purpose:**  The Head of Acquisitions will assume accountability for identifying and securing the pipeline of New Stores & Relocations across UK & Ireland in line with our Annual Operating Plan. They will manage and develop the Acquisitions Team who are responsible for delivery. The chosen candidate will work closely with the Property Development Director in building and driving our overarching growth strategy in line with market potential and routes to market which will be driven by new formats. |
| **Key Responsibilities/Job Tasks:**  Please list the most important responsibilities (with a breakdown of Frequency against each e.g, sometimes, often, considerable etc).  You will support the Acquisition Surveyors in identifying, negotiating and securing profitable new stores and relocations. This includes maintaining and updating priorities based on targets driven by Location Planning & our market mapping insights; Franchisee engagement and Real Estate Availability.  You will work closely with other functions to ensure your team are sourcing quality sites and lease terms are favourable to both DP Realty & the sublessee, the Franchisee based on the potential of the store. This includes but is not limited to Operations; Finance; Supply Chain & Estates and never compromising our brand non-negotiables.  As a Franchisee business, close working relationships with our Franchisees and understanding their development goals is essential to the Team’s success.  Facilitate all necessary legal & planning requirements, building strong relationships with our preferred Solicitors & Planning Consultants, managing Supplier performance as required.  You will take the lead in identifying and implementing ways we can as a team, promote the brand across the Property industry where we can nurture and build strong working relationships with Key Landlords; Developers & Agents to ensure Domino’s are top of mind in their own master planning.  Looking at all ways and working with the team to help drive efficiencies in how we work; looking at ways to increase the number of sites under investigation and speeding up the process from identification; board approval and ultimately opening. |

The following sections consist mainly of a series of questions related to specific skills/job requirements. You should focus on the role rather than the individual when considering the most appropriate answer and should base the response on what you consider to be the normal features of the job which are typical of the job and its usual working conditions over the year.

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| **SKILLS & JOB REQUIREMENTS (Please complete where applicable)** |
| **Strategic Responsibility**  Please provide details of the level of responsibility the role has for setting strategy: (Please indicate if a role has accountability for setting or inputting into a specific strategy e.g., a Functional Strategy, please confirm if it is Significant)  Responsible for contributing to our Development strategy to ensure successful engagement and commitment to deliver it as a team. Ability to demonstrate a good understanding of the commercial property industry and experience in a multi-format F&B brand preferred. |
| **Business Knowledge**  Please provide details of how much business knowledge the role requires as a minimum requirement i.e. how much internal knowledge of the business is required, and how much if any external commercial awareness is required? Which teams does the role work closely with?  Extensive experience in an Acquisitions role working for a brand demonstrating consistent growth YOY. Domino’s knowledge not required as training will be provided. |
| **Problem solving**  Please provide details of how the role resolves problems/issues on a daily basis: e.g. Does the role use straightforward common sense? Does the role make straight forward judgements and is guided by precedents? Does the role evaluate multiple sources of information in complex or novel situations? Does the role use other skills for problem solving? Does the role require advanced analytical thinking to develop innovative solutions to problems?  Domino’s have a clearly defined process / non-negotiables to ensure we protect the Brand; the Business against any liability and our Franchisees however each deal is unique and a balanced / commercial approach is essential. Support will be provided by Line Manager & Estates as required. A solution-orientated approach is required where we are looking for opportunities to drive efficiencies in what we do. The candidate should be able to demonstrate excellent negotiation and communication skills as well as be a strong ‘finisher’. |
| **Decision making**  What level of **decision making** is required of the role and on what decisions does it impact? E.g., there is little requirement for decision making in the role, or role makes decisions within defined procedures, or r, or role makes decisions within broad business guidelines where there are few or no policies available.  The candidate will assess and make decisions on target areas to be prioritised. Will assess sites under investigation and the viability based on profitability. Will sit on the Board responsible for approving new sites presented by Acquisitions Surveyors and share responsibility for the functional budget. The intention is they will also deputise for the Director of Development in her absence. |
| **Communication**  Please outline the type of communication skills required: e.g., is basic common courtesy required, or regular exchange of factual information, or are influencing or negotiation skills required as an essential requirement of the role?  Previous experience managing a team required with a people focused, supportive approach.  Excellent communication / negotiation skills required to motivate external parties including Franchisees; Landlords, Agents, Solicitors and all other vendors. |
| **Innovation**  To what extent does the role contribute to and manage change, e.g., suggest improvements to products/processes or contributes useful ideas or regularly recommends improvements on existing procedures and quality within own area, or develops/adapts new existing processes for increased quality/efficiency or continuously searches for improvements in techniques which add value to the business and has full responsibility and accountability for implementing these.  In order for us to achieve market optimisation, we need to evolve our proposition to appeal to new Consumers (Convenience) but also execute a profitable model suitable for lower sales areas. This candidate will play an important part in identifying the opportunities and solutions |

Please summarise the levels of minimum education, knowledge, skills and experience this position requires (e.g., if you would be recruiting to fill this position, what aspects of background or knowledge would you expect a successful job applicant to have?)

Note: This may differ from the current job holder’s own skills and experience

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| JOB SPECIFICATION | |
| 1. Professional Qualification(s) | Chartered Surveyor RICS  Minimum Degree educated |
| 1. Knowledge | 10+ years experience in UK (inc. Scotland) & Ireland Property Acquisitions with knowledge of Planning & Landlord & Tenant Act  Previous experience in Leisure, Hospitality or Retail – F&B preferred  Previous experience working in a Franchise business advantageous  Extensive network of key Landlords; Agents; Developers and Corporate Partners (Retailers etc) |
| 1. Skills/Ability | People management  Commercially astute  Communication skills (written & verbal)  Negotiation skills  Self-starter and ability to motivate others  Goal orientated  Finisher  Fully mobile (UK & Ireland) – 60% |