



Job Title	Process Team Member - Shift
Job Level	5
Location	Dufftown
Business Unit	Distilling and Technical
Function	Production
Leader	Process Team Leader

Role Purpose

To safely operate designated area within the Process function to specified quality standards in compliance with all relevant legislation.

Responsibilities

- Ensure that safe working practices and quality procedures are adhered to in line with ISO 9001, BRC, environmental and HMRC requirements for compliance.
- To operate and optimise process area to ensure repeatable, consistent and efficient performance adhering to production schedule. Ensure areas of improvement for logged and actioned.
- To manage specific process function day to day production operations and controlling production process to desired quality parameters and efficiency.
- To document and control all process records, from receipt of goods/raw materials through to process parameter recording.
- Conduct process checks to ensure quality and efficiency is being achieved and maintained. Take appropriate corrective action if necessary.
- Conduct basic maintenance, safety checks and housekeeping tasks to maintain a safe and organised work environment.
- Contribute appropriately to team meetings and support the implementation of team strategy, plans and continuous improvement projects.
- Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy.

Key Performance Metrics:

KPI		Description
1.	Safety	Ensure accidents, incidents, near misses and safety observations are reported as soon as possible. Risk assessments and Work instructions are read, understood and adhered to.
2.	Quality	Quality checks are completed when required for the specific work area. Adherence to quality measure target reported at daily operating rhythm meeting. Assist with any corrective actions
3.	Volume	Adherence to volume target and take accountability for same at daily operating rhythm meeting. Assist with any corrective actions.
4.	Efficiency	Efficiency checks completed when required for the specific work area. Adherence to efficiency target reported at daily operating rhythm meeting. Assist with any corrective actions.



Values



BE PROUD
We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE
We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE
We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL
We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM
We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies:

Working with People

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit
- Recognises and rewards the contribution of others
- Listens, consults others and communicates proactively
- Supports and cares for others
- Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses

Delivering results and meeting customer expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals

Following instructions and procedures

- Appropriately follows instructions from others without unnecessarily challenging authority
- Follows procedures and policies
- Keeps to schedules
- Arrives punctually for work and meetings
- Demonstrates commitment to the organisation
- Complies with legal obligations and safety requirements of the role

Health, Safety & Environment

- Follows safe working procedures and seeks advice if unsure about task
- Only uses authorised and fit for use equipment
- Reports accidents, unsafe acts and unsafe conditions to their leader
- Cooperates with the Leaders and other Team Members in promoting and improving health and safety within the team
- Makes full use of any equipment provided for their health and safety
- Considers the impact of their actions on the environment

Skills and Qualifications:

Essential:

- Understanding/knowledge of Process operations and environment.
- Proficient with basic Microsoft business software.
- Working knowledge of Quality standards.
- The ability to work accurately with great attention to detail.
- Be a self-starter and have the confidence to work on own initiative.
- Can work alone for significant periods of time.
- Ability to handle pressure and meet deadlines.

Desirable:

- Working knowledge of HSE, SEPA and other relevant regulatory requirements.
- Completed Fundamentals in Distilling modules.



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