

## ROLE PROFILE

<b>Job Title</b>	<b>Ways of Working/Culture Specialist</b>
<b>Business Unit / Group Function</b>	Contribution & Development Office
<b>BU Team / Sub-Function</b>	Human Resources
<b>Location</b>	Arete/Strathclyde Business Park
<b>Leader</b>	People Lead, Contribution & Development Office
<b>People Leadership</b>	No
<b>Job Level</b>	4A
<b>Role Purpose</b>	
<p>Ensure effective governance of the Company's operating model, the William Grant Way (WGW), specifically relating to the Ways of Working pillar in order to sustain and optimise its content and application - so as to ensure the Company's unique culture is nurtured and developed. Support the business to build an organisation with a culture that supports the Family Values and the long term perspective that defines the Company</p>	
<b>Accountabilities</b>	
<ul style="list-style-type: none"> <li>• Monitor how the business operates in relation to the specific requirements of the WGW Ways of Working pillar for both its normal functioning and the governance aspects, with the acknowledgement that management have primary responsibility for this outcome.</li> <li>• Support the Business Units and Central Services teams with the on-going development of the WGW Ways of Working pillar in order to improve the effectiveness and efficiency of Company operations, allowing for Freedom within the Framework. Ensure that all developments are in line with policy and in the overall interests of developing the WG&amp;S culture.</li> <li>• Ensure that the elements of the Ways of Working pillar: The Purpose including the Business Drivers and our values, Operating Principles, Social Structure and Standard Techniques are fully understood and evident within the business.</li> <li>• Oversee the design and development of the principles of the Ways of Working pillar ensuring integration and consistency to deliver efficient ways of working, greater understanding and heightened adoption of the WGW across the business.</li> <li>• Work in collaboration with the HR team to ensure that the processes and policies work in support of the elements of Ways of Working.</li> <li>• Monitor the delivery and effectiveness of the Company's Corporate Social Responsibility programme management systems, reporting on areas of improvement for the Supervisory Board, to support the acceleration of overall progress</li> <li>• Oversee the tangible aspects of the Social Structure (employee on-boarding, communications, recognition, charitable activities and Family Days) to ensure that employee engagement activities are sustained in the long term interest of the Company.</li> </ul>	

- Ensure there is ongoing commitment to effective communications to build a culture with a high level of trust, respect, understanding and commitment among all employees across the business.
- Actively communicate the existence of and the rationale for having the WGW so that all employees are properly informed and able to understand the need for its practical implementation, supporting the Communications & Training Lead to develop materials for compulsory training programmes as needed.
- Support the Annual Cycle Review process to monitor progress and ensure rigorous operation of all aspects of WGW Ways of Working. Highlighting on an on-going basis any areas of deficiency and working to rectify.
- Support the People Lead to act as the guardian of the Ways of Working pillar, managing any proposed changes to the Ways of Working handbook.

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HRBP:	Ashley Bashford
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**Core Competencies:**

<p><b>Relating and Networking</b></p> <ul style="list-style-type: none"><li>• Establishes good relationships with customers and staff</li><li>• Builds wide and effective networks of contacts inside and outside the organisation</li><li>• Relates well to people at all levels</li><li>• Manages conflict</li></ul>	<p><b>Analysing</b></p> <ul style="list-style-type: none"><li>• Analyses numerical data, verbal data and all other sources of information</li><li>• Breaks information into component parts, patterns and relationships</li><li>• Probes for further information or greater understanding of a problem</li><li>• Makes rational judgements from the available information and analysis</li><li>• Produces workable solutions to a range of problems Demonstrates an understanding of how one issue may be a part of a much larger system</li></ul>
<p><b>Delivering Results &amp; Meeting Customer Expectations</b></p> <ul style="list-style-type: none"><li>• Focuses on customer needs and satisfaction</li><li>• Sets high standards for quality and quantity</li><li>• Monitors and maintains quality and productivity</li><li>• Works in a systematic, methodical and orderly way</li><li>• Consistently achieves project goals.</li></ul>	<p><b>Presenting and Communicating Information</b></p> <ul style="list-style-type: none"><li>• Expresses opinions, information and key points of an argument clearly</li><li>• Makes presentations and undertakes public speaking with skill and confidence</li><li>• Responds quickly to the needs of an audience and to their reactions and feedback</li><li>• Projects credibility</li></ul>
<p><b>Planning and Organising</b></p> <ul style="list-style-type: none"><li>• Sets clearly defined objectives</li><li>• Plans activities and projects well in advance and takes account of possible changing circumstances</li><li>• Manages time effectively</li><li>• Identifies and organises resources needed to accomplish tasks</li><li>• Monitors performance against deadlines and milestones</li></ul>	<p><b>Adapting and Responding to Change</b></p> <ul style="list-style-type: none"><li>• Adapts to changing circumstances</li><li>• Accepts new ideas and change initiatives</li><li>• Adapts interpersonal style to suit different people or situations</li><li>• Shows respect and sensitivity towards cultural and religious differences</li><li>• Deals with ambiguity, making positive use of the opportunities it presents</li></ul>

**Skills and Qualifications:**

Essential:

- Prior experience of developing and managing Ways of Working/Culture programmes globally
- Experience in developing global training solutions on Ways of Working/Culture
- Understanding of Ways of Working/Culture trends and emerging best practices
- Strong understand of factors that need to be taken into account when communicating and managing Ways of Working/Culture change across different cultures and geographies

- Exceptional communication skills, both orally and written, with the ability to operate at many levels within the Company
- Excellent interpersonal skills
- Has or is able to develop a confident, proactive approach and is consistently reliable in delivery
- Strong Project Management experience
- Good experience working with processes and being detailed focused
- Computer literacy to include Word, PowerPoint, Excel

Desirable:

- Relevant CIPD qualification