| Job Title                             | Area Leader               |
|---------------------------------------|---------------------------|
| <b>Business Unit / Group Function</b> | OBU                       |
| BU Team / Sub-Function                | Distilleries              |
| Location                              | Dufftown/Tullamore/Girvan |
| Leader                                | Site Leader               |
| People Leadership                     | Team Leaders              |
| Job Level                             | 3A, 3B                    |

## **Role Purpose**

Lead the Distillery Operational team in the respective area to the highest possible standards, working with on-site teams to operate and drive continuous improvement in all areas of the operations, including efficiency, quality, productivity, proper maintenance, and full compliance to all relevant standards.

## **Accountabilities**

- Lead the distillery operational area to the defined standards, implementing and adhering to WGW processes and guidelines, including the management of non-conformances.
- Within the functional area as appropriate, work with the team on-site to:
  - Manage the efficient and cost-effective functioning of the distilling area, producing the right amount of spirit, on time, to the required quality standards, whilst maximising productivity and minimising the environmental impact.
  - Manage the efficient and cost-effective functioning of the spirit area, controlling spirit receipt, efficiently managing filling / emptying operations, performing spirit blending and compounding to specifications and with minimal losses, ensuring timely spirit tanker dispatch, and managing spirit customer orders to full satisfaction.
- Monitor and assess productivity performance and financial costs, supporting the development of continuous improvement plans and initiatives that drive efficiencies across distilleries to increase competitiveness, customer service and quality.
- Oversee and review departmental energy/utility usage, minimise all wastage and continuously improve environmental performance.
- Manage quality control across the department to ensure full compliance to quality specifications, identifying corrective and preventative actions and following through to timely completion.
- Deliver comprehensive support to maintenance programmes (PPM and reactive), working closely to ensure stock availability of critical spares and to identify and implement improvement areas.
- Oversee and implement WGS 'Approach to Safety' manual and statutory standards in department and ensure all non-conformances are flagged in a timely manner and inputting to improvement initiatives.
- Manage and deliver adherence to all relevant compliance processes, including Environmental Regulatory compliance, and identify and drive improvements.

| Created by:            | John Shields |
|------------------------|--------------|
| Date:                  | 24/08/2021   |
| HRBP:                  | Claire Leahy |
| Date of last revision: | 24/08/2021   |