



WILLIAM GRANT & SONS

## ROLE PROFILE

|  |                         |
|--|-------------------------|
| <b>Role Title</b>  | <b>Sourcing Leader</b>  |
| <b>Internal Reference</b>  | OBU-0172                |
| <b>Business Unit / Group Function</b>  | OBU                     |
| <b>BU Team / Sub-Function</b>  | Procurement             |
| <b>Location</b>  | Singapore               |
| <b>Team Leader Role</b>  | Global Category Manager |
| <b>Role Level</b>  | 4A                      |
| <b>Team Members</b>  | Yes                     |
| <b>Role Purpose</b>  |                         |
| Manage and deliver the procurement plan and supplier performance management for the category, managing external spend to plan or better, and partnering with suppliers to maximise service and performance.  |                         |
| <b>Accountabilities</b>  |                         |
| <ol style="list-style-type: none"><li>1. Develop and deliver your category plans to support achievement of procurement and business objectives. Flag any risks or non-conformances as early as practical, propose and implement agreed measures to mitigate or correct.</li><li>2. Work closely and collaboratively with internal and external stakeholders to maintain a competent and compliant supply base to ensure the ongoing, effective procurement of goods and services that is in line with operational demand.</li><li>3. Support the preparation and conduct of contract negotiations as required by your line manager.</li><li>4. Proactively support supplier custodians and contract owners in the resolution of their escalated supplier issues and implement agreed fixes in a timely manner.</li><li>5. Track and report your category performance, identifying service, quality and sustainability improvements alongside cost reduction and value engineering opportunities to achieve category targets.</li><li>6. Closely monitor suppliers' performance against agreed measures, developing a collaborative approach to continuous improvement and issue resolution.</li><li>7. Ensure any changes to performance metrics are embedded in your suppliers' contracts or derogations are received where necessary. Accountable for your suppliers' performance data completeness, accuracy and reporting.</li><li>8. Deliver external spend plan for your category to drive improvements in operating margin and deliver the business plan.</li><li>9. Work closely with the business operations to ensure the collation and assessment of your category requirements including spend, demand, supplier performance, sustainability data, CO2e data and service requirements.</li><li>10. Follow and comply with all WGW processes, standards, and guidelines in the performance of your role, reporting any non-conformances in a timely manner.</li></ol> |                         |
| <b>Created by:</b>   | John Shields            |
| <b>Creation Date:</b>  | 19/11/2021              |
| <b>HRBP:</b>   | N/A                     |
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DISTILLERS SINCE 1867

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