



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Supplier Quality Engineer</b>
<b>Internal Reference</b>	OBU-0093
<b>Business Unit / Group Function</b>	OBU
<b>BU Team / Sub-Function</b>	Quality
<b>Location</b>	Arete
<b>Team Leader Role</b>	Luxury Quality Leader
<b>Role Level</b>	4B
<b>Team Members</b>	No
<b>Role Purpose</b>	
To develop, implement and maintain a robust supplier quality assurance system for luxury products, contributing to the development of new product to ensure that required quality standards are achieved and that luxury portfolio meets market and customer expectations.	
<b>Accountabilities</b>	
<ul style="list-style-type: none"><li>• Develop and support designated Luxury Operations teams, to achieve optimum levels of performance and engagement, driving the attainment of all required key performance indicators and standards.</li><li>• Conduct technical reviews of supplier and factory capabilities to ensure that limitations are addressed and/or designs are amended to ensure essential quality requirements are not compromised.</li><li>• Support the implementation and maintenance of Standards for all newly developed luxury products, ensuring that these are clearly communicated to manufacturing &amp; quality teams in advance of any trialling/commissioning.</li><li>• Contribute to New Product Development activities to ensure quality requirements and customer expectations are built into all new products and supplier QIC standards are available.</li><li>• Facilitate incoming verification of newly developed luxury materials, checking against supplier QIC standards, reporting results, and follow up on any required actions.</li><li>• Organize, and conduct, inspections of Dry Goods and finished product, carrying out trending and analysis on inspection results as part of the Arete quality KPI's.</li><li>• Respond to customer and consumer complaints, validating and verifying corrective and preventative actions, carrying out trending and analysis to report on performance as part of Arete quality KPI's.</li><li>• Contribute to the development of technical specifications, ensuring that quality and manufacturing requirements are included in the development of luxury packaging and ensure that they are agreed and signed off.</li><li>• Adhere to practices and procedures to comply with both internal and external regulatory Health and Safety requirements. Understand Risks in area and controls necessary to minimise impact.</li></ul>	



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- Deliver adherence to all relevant compliance processes, including Environmental Regulatory compliance, and identify and drive improvements.
- Maintain Supplier Non-Conformance management systems, ensuring effective communication of issues with the supply base and validation and verification of corrective and preventative actions as part of the Arete quality KPI's.
- Follow and comply with all WGW processes, standards, and guidelines in the performance of your role, reporting any non-conformances in a timely manner.
- Contribute and participate in the Team Performance System through engaging in team meetings and taking an active part in problem solving activities.
- Work collaboratively with peers and colleagues and apply learnings from identified training and development activities required to perform in role.

<b>Created by:</b>	John Shields
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