



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>NPD Co-ordinator</b>
<b>Internal Reference</b>	QSI-0007
<b>Business Unit / Group Function</b>	QSI
<b>BU Team / Sub-Function</b>	QSI
<b>Location</b>	SBP
<b>Team Leader Role</b>	NPD Lead
<b>Role Level</b>	4B
<b>Team Members</b>	No
<b>Role Purpose</b>  To project manage NPD activities generated by the QSI Commercial Teams from inception to final delivery. To act as the interface between QSI Commercial and NPD whilst injecting pace & clarity into all new developments.	
<b>Accountabilities</b> <ul style="list-style-type: none"><li>• Provide monthly progress status reporting to agreed timelines to QSI NPD Leadership on all Projects, identifying risks, implementing appropriate remedial action plans, and highlighting future opportunities.</li><li>• Develop strong relationships with internal and external stakeholders to ensure alignment of all Projects to business objectives and customer expectations.</li><li>• Oversee the delivery of agreed QSI NPD Projects and ensure that targets are achieved in accordance with agreed scope and timeframe and within budgetary and business constraints.</li><li>• Work with QSI NPD team, Commercial Team, and designers to ensure operational technical constraints &amp; issues are highlighted and concepts presented with best manufacturing options considered.</li><li>• Act as the QSI interface with NPD to project manage new activities and ensure completeness of all information prior to handover to NPD.</li><li>• Support and deliver research activity as defined by Senior Project Manager</li><li>• 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><li>• Work collaboratively with peers and colleagues and apply learnings from identified training and development activities required to perform in role.</li></ul>	
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<b>Creation Date:</b>	20/10/2021
<b>HRBP:</b>	Michelle Smillie
<b>Date of last revision:</b>	04/01/2024