



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>New Liquid Development Senior Project Manager (Technical)</b>
<b>Internal Reference</b>	STO-0008
<b>Business Unit / Group Function</b>	SBU
<b>BU Team / Sub-Function</b>	Technical Operations
<b>Location</b>	Girvan
<b>Team Leader Role</b>	New Liquid Development Area Leader
<b>Role Level</b>	4A
<b>Team Members</b>	No
<b>Role Purpose</b>	
To research, develop and deliver new liquids into the WG&S portfolio. Taking ownership of project briefs ensuring scalability and sustainability of all new liquids. Responsible for the end-to-end delivery of new liquids to handover to full production.	
<b>Accountabilities</b>	
<ul style="list-style-type: none"><li>• Project manage all new liquid development from concept, leading the handover of new products into business as usual. Lead on liquid development process, engaging and managing internal customers including operation, brand, and quality teams throughout this process through tasting sessions and project meetings.</li><li>• Ensure new liquids are legally compliant in the relevant markets. For the USA, produce and submit TTB (Tax Trade Bureau - US Legal compliance) supplying all relevant technical data sheets and specifications to support approval of liquids for sale in the US in conjunction with the US legal team.</li><li>• Ensure HMRC compliance during first production of new liquids including all paperwork completed, ensuring new liquids are added to DRAMS prior to production and ensuring cost of goods sheets are provided to Finance in timely and accurate manner.</li><li>• Create and deliver New Liquid Standard Manufacturing Procedures in line with external and internal bottlers, communicating to all relevant stakeholders managing timelines and commercial contract handover.</li><li>• Conduct stability testing/shelf life analysis on all new products in conjunction with external laboratories.</li><li>• Ensure handover of Quality reference standards, working collaboratively to develop robust testing regimes and handover into BAU. Make up on final product references and new flavour references achieving sign off with the nosing panel, supporting sensory positive release of both flavour and final product.</li><li>• Support WG&amp;S innovations agenda, research, and develop novel flavour extraction techniques and flavours and keep up to date with global trend analysis.</li><li>• Work in a safe manner both within the laboratory and bottling sites.</li><li>• Follow and comply with all WG&amp;S processes, standards, and guidelines in the performance of your role, reporting any non-conformances in a timely manner.</li></ul>	
<b>Created by:</b>	John Shields
<b>Creation Date:</b>	25/10/2021
<b>HRBP:</b>	Michelle Smillie



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