



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Compliance and Quality Systems Adviser
Internal Reference	OBU-0095
Business Unit / Group Function	OBU
BU Team / Sub-Function	Quality
Location	Strathclyde Business Park
Team Leader Role	Quality Compliance Team Leader
Role Level	4B
Team Members	No
Role Purpose	
Maintenance of all quality system and food safety standards by supporting and advising the sites to maintain and improve their processes and facilitate continuous improvement.	
Accountabilities	
<ul style="list-style-type: none">• Check and collate data for compliance to food safety regulations through validations, CCP verification, Glass breakage monitoring & reporting and allergen assessment controls.• Support the BRC and ISO 9001 Internal Audit Programme to deliver both the requirements of the standards and bottling related activities.• Deliver and analyse results in QMS through compliance reporting for the adherence to food safety.• Work collaboratively and support Supplier Quality team for the auditing of new contract packing partners and primary packaging suppliers.• Check and collate data for compliance to food safety regulations through validations, CCP verification, Glass breakage monitoring & reporting and allergen assessment controls .• Support and / or deliver food safety related customer complaints investigations as required, from root cause to implementation of actions to prevent recurrence.• Lead and / or support on internal projects as required, in accordance with agreed working practices, appraising the relevant risks, processes and controls to identify opportunities for improvements to the effectiveness and efficiency of Quality and food safety Systems.• Support the Product Recall procedure and traceability through regular assessment to identify gaps, carry out analysis and action where required to ensure consumer safety.• Deliver accurate and relevant reports on the compliance to audit actions, CCP verifications & validations.• Create and analyse compliance reporting for the adherence to CCP and QMS controls, raising any non-conformances in a timely manner.• Maintain the Q-Pulse system and compliance documentation as the guiding principle, including governance for document naming & number referencing to align with the WGW process universe strategy.• Maintain the required support to ensure continued Quality Standards certification and regulatory food & feed safety standards are understood and implemented.• Work collaboratively with peers and colleagues and apply learnings from identified training and development activities required to perform in role.	