



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Site Development Team Member – Warehouse Support
Internal Reference	OBU-0209
Business Unit / Group Function	OBU
BU Team / Sub-Function	Group Distilling & Technical
Location	Dufftown
Team Leader Role	Site Services Development Team Leader
Role Level	5
Team Members	No
Role Purpose	
<p>Carry out general small engineering maintenance tasks on building related assets. Undertake general development/maintenance duties to maintain and improve appearance of site. Complete a range of semi-skilled/skilled jobs such as plumbing, lock-smithing and welding. Support the Site Development team to fulfil its service/support role for the distilleries, office, visitors centre and spirit supply areas.</p>	
Accountabilities	
<ul style="list-style-type: none">• Prioritise work load and input job completion data through IFS system to ensure jobs are carried out in line with team and site strategy.• Ensure that accurate data is input to weekly plan/IFS• Completion of basic plumbing tasks• Ensure that all materials required are available prior to commencement of the task• Complete all work to high standard leading to high customer satisfaction• Ensure that safe working practises and quality procedures are adhered to in line with ISO 9001, environmental and HMRC requirements for compliance• Contribute appropriately to team meetings and supports the implementation of team strategy, plans and continuous improvement projects.• Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy	
<p>Key Performance Metrics: include the top 3 KPIs for the role (without reference to any commercial or confidential information or particular targets)</p>	
KPI	Description
1.	<p>Health, Safety & Environmental Compliance</p> <p>Comply with all legislative requirements associated with a top tier COMAHH site. Undertake appropriate training to ensure all site hazards are understood and risks are identified and mitigated any issues are captured on SOC's</p>
2.	<p>Continuous Improvement / 5s</p> <p>Apply innovative solutions.</p> <p>Understand the methodology of 5s and maintain a high level >80% of workplace housekeeping.</p>



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3. Adherence to Maintenance Plan

Achieve >80% on weekly plan.

Ensure all planned work is completed on time in full.

All time taken for the tasks, materials required and spares used must be recorded in the CMMS system (IFS)