



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Driver</b>
<b>Internal Reference</b>	OBU-0289
<b>Business Unit / Group Function</b>	OBU
<b>BU Team / Sub-Function</b>	Demand & Supply Planning
<b>Location</b>	Dufftown
<b>Team Leader Role</b>	Transport and Logistics Team Leader
<b>Role Level</b>	5
<b>Team Members</b>	No
<b>Role Purpose</b>	
To operate company HGVs safely and efficiently between Scottish sites, ensuring full compliance with all Health & Safety/HMRC standards and Operating Licence regulations.	
<b>Accountabilities:</b>	
<ul style="list-style-type: none"><li>• Conduct safe working practises and quality procedures are adhered to in line with ISO 9001, BRC, environmental and HRMC requirements for compliance.</li><li>• Adhere to Transport Operating Licence processes and procedures to maximise team effectiveness and flexibility to support company requirements.</li><li>• Liaise with internal stakeholders, particularly despatch, loading and Vat Hall Coordinators.</li><li>• Comply with Health &amp; Safety, Environmental and Customs &amp; Excise Legislation to maintain compliance with all regulatory bodies while carrying out all tasks.</li><li>• Conduct pre and post trip vehicle inspections to ensure compliance with safety standards and regulations.</li><li>• Maintain accurate records of driving hours, mileage, and delivery details to comply with regulations</li><li>• Contribute appropriately to team meetings and support the implementation of team strategy, plans, and continuous improvement projects.</li><li>• Manage the movement &amp; yard management of full &amp; empty containers/trailers.</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>• Contribute and participate in the Team Performance System through engaging in team meetings and taking an active part in problem solving activities.</li><li>• Work collaboratively with peers and colleagues and apply learnings from identified training and development activities required to perform in role.</li></ul>	