

ROLE PROFILE

Job Title	Corporate Affairs Director
Business Unit / Group Function	Central Services
BU Team / Sub-Function	Legal
Location	SBP
Leader	Group General Counsel
People Leadership	No
Job Level	3A
Role Purpose The Corporate Affairs Director (a) acts as the central point of contact for all Corporate Affairs issues, (b) works with senior Company leaders to anticipate and proactively shape policy challenges, and (c) seeks to advance the WG&S Group's interests with key stakeholders, including trade associations, social responsibility organisations, and government	
Accountabilities • Work with senior leaders to create and execute a global Corporate Affairs strategy. • Develop and execute actionable plans on specific issue, market, and function issues as appropriate. • Anticipate and monitor key regulatory, policy and legislative risks and opportunities, providing counsel on issues to support business planning and decision-making. • Align with internal stakeholders on priorities and ensure WG&S position is appropriately developed, communicated, and executed. • Represent WG&S externally with key trade associations, social responsibility organisations, policy makers and government, supporting senior leaders participating in external bodies. • Promote WG&S interests through effective advocacy with external stakeholders, building best practice to ensure a consistent global approach to Corporate Affairs. • Contribute to Corporate Social Responsibility agenda, leading work with industry partners to understand and reduce the harmful consumption of alcohol. • Liaise with WG&S Corporate Communications team on Corporate Affairs issues with potential to impact corporate reputation. • As a member of the Legal Leadership team assist the Group General Counsel in managing the legal team ensuring the development of all individuals within the team and improving the ability of the legal team members to support their business units on the Corporate Affairs agenda and assisting in the preparation and submission of papers to relevant legislative authorities where needed.	
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Core Competencies:

Deciding & Initiating Action • Makes prompt, clear decisions which may involve tough choices or considered risks • Takes responsibility for actions, projects and people • Takes initiative and acts with confidence • Initiates and generates activity	Formulating Strategies & Concepts • Works strategically to realise organisational goals; Sets and develops strategies; • Identifies and develops positive and compelling visions of the organisation's future potential; • Takes account of a wide range of issues across, and related to, the organisation
Persuading & Influencing • Makes a strong personal impression on others • Gains clear agreement and commitment from others by persuading, convincing and negotiating • Promotes ideas on behalf of self or others • Makes effective use of political processes to influence and persuade others	Presenting & Communicating Information • Speaks clearly and fluently; • Expresses opinions, information and key points of an argument clearly; • Makes presentations and undertakes public speaking with skill and confidence; • Makes presentations and undertakes public speaking with skill and confidence; • Projects credibility
Learning and Researching • Rapidly learns new tasks and quickly commits information to memory • Gathers comprehensive information to support decision making • Demonstrates a rapid understanding of newly presented information • Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback) • Manages knowledge (collects, classifies and disseminates knowledge of use to the organisation)	Relating & Networking • Establishes good relationships with customers and staff • Builds wide and effective networks of contacts inside and outside the organisation • Relates well to people at all levels. • Manages conflict • Uses humour appropriately to enhance relationships with others

Skills and Qualifications:

- Honours degree (or equivalent); other relevant professional qualifications.
- Significant experience in the field of corporate or government/public affairs (min 5 years).
- Membership of relevant professional body.
- Working contacts with key external stakeholders in government, trade associations and the media.
- Experience in alcohol/beverage sector.
- Experience and participation in the development and execution of a CSR programme.
- Self starter; ability to work without supervision and handle numerous projects simultaneously.
- Highly analytical; able to interpret large amounts of complex information from multiple sources, grasp the key issues/opportunities quickly and develop innovative strategies (proposed actions and communications).
- Ability to develop multi-level relationships with key stakeholders, both internally and externally.
- Highly capable of articulating a corporate position.
- Advanced interpersonal skills in representing corporate positions.