## Role Profile - Internal

|  |  |
| --- | --- |
| **Role Title** | **Tank Farm Team Leader** |
| **Business Unit / Group Function** | OBU |
| **BU Team / Sub-Function** | Group Distilling & Technical |
| **Location** | Girvan |
| **Team Leader Role** | Liquid Supply Area leader |
| **Team Members** | Yes |
| **Role Level** | 4A |
| **Role Purpose**  To lead, develop and manage Tank Farm operations to ensure the delivery of key results in line with overall Liquid Supply strategy ensuring compliance with all relevant legislation. | |
| **Accountabilities**  • Execute the operational plans in line with Company, Operations and Business Unit objectives.<br/><br/>• Manage the Tank Farm budget including variable and fixed costs for maximum functional benefit.<br/><br/>• Ensure compliance with all H & S, Environmental and Customs legislation in order to maintain compliance with all regulatory bodies.<br/><br/>• Maintain strong relationships with internal stakeholders to ensure alignment of business objectives that drive essential behavioural; and process change. Strong links to be developed with the Distillery Customer Relations, Process and Compliance teams.<br/><br/>• Implement best practice processes and procedures maximising effectiveness and efficiency, ensuring a strong interface with all key relationship teams.<br/><br/>• Lead and support improvement projects to ensure ownership and knowledge transfer is effective post project implementation.<br/><br/>• Develop robust planning process, which will support a drive for improved operating costs and efficient resource management.<br/><br/>• Lead, motivate and develop the team in line with the Company Values to maximise employee engagement<br/><br/>• 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<br/><br/><br/><br/>Key Performance Metrics:<br/><br/><br/><br/>KPI Description<br/><br/>1. Compliance Manage all spirit supply activities ensuring that safe working practices and quality procedures are strictly followed to ensure compliance with HMRC, ADR, environmental legislation, ISO 9001, OHSAS 18001 & ISO14001 requirements to produce safe food and feed products. <br/><br/>2. Quality Achieve OTIF delivery requirements, as well as meeting spirit specification and quality needs. <br/><br/><br/><br/>Manage inventory accuracy and positive release processes to expected standards in line with business requirements.<br/><br/>3. Volume/Cost Management of budgeted output of tankers per man hour at each stage of the process.<br/><br/><br/><br/>Development of budgets, managing operations within required costs. <br/><br/>4. Continual Improvement Ensure housekeeping standards are maintained in all areas to achieve required 5S scores. Use structured problem-solving methodologies for continual improvement with the team.<br/><br/> | |
| **Created by:** | Brian Bartlett |
| **Creation Date:** | 29/07/2021 |
| **HRBP:** | N/A |
| **Date of last revision:** | 29/07/2021 |

**Competencies**

|  |  |  |
| --- | --- | --- |
| Deciding and Initiating Action  • Makes prompt, clear decisions which may involve tough choices or considered risks • Takes responsibility for actions, projects and people • Takes initiative, acts with confidence and works, • Initiates and generates activity | Leading and Supervising  • Provides others with a clear direction • Sets appropriate standards of behaviour • Delegates work appropriately and fairly • Motivates and empowers others • Provides staff with development opportunities and coaching • Recruits staff of a high calibre | Presenting and 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 • Responds quickly to the needs of an audience and to their reactions and feedback • Projects credibility |
| Delivering Results & Meeting Customer Expectations  • Focuses on customer needs and satisfaction • Sets high standards for quality and quantity • Monitors and maintains quality and productivity • Works in a systematic, methodical and orderly way • Consistently achieves project goals. | Applying Expertise and Technology  • Applies specialist and detailed technical expertise • Develops job knowledge and expertise through continual professional development • Shares expertise and knowledge with others • Uses technology to achieve work objectives • Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity • Demonstrates an understanding of different organisational departments and functions | Coping with Pressures and Setbacks  • Works productively in a pressurised environment • Keeps emotions under control during difficult situations Handles criticism well and learns from it • Balances the demands of a work life and a personal life. Maintains a positive outlook at work. • Handles criticism well and learns from it. |

**Skills and Experience**

Essential:<br/><br/>• Proven leader who can set objectives, performance manage a team and develop individuals to achieve their full potential<br/><br/>• Knowledge and experience in the relevant areas of H&S legislation, HMR&C compliance, continuous improvement and the application of best practice initiatives<br/><br/>• Experience of managing multiple cost centre budgets<br/><br/>• Knowledge of process infrastructure<br/><br/>Desirable:<br/><br/>• Industry knowledge<br/><br/>• DRAMS / Inventory management system awareness<br/><br/>