## Role Profile - Internal

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| **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**

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| 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/>