|  |  |  |
| --- | --- | --- |
| **Job Title** | | **Bottling Function Leader** |
| **Business Unit / Group Function** | | OBU |
| **BU Team / Sub-Function** | | Packaging |
| **Location** | | SBP |
| **Leader** | | Bottling Director |
| **People Leadership** | | SBP Packaging Teams |
| **Job Level** | | 3A |
| **Role Purpose**  To lead, control and develop the SBP manufacturing function to ensure delivery of key results in line with overall packaging strategy. | | |
| **Accountabilities**   * Manage the SBP bottling operations to the highest possible standards, ensuring continuity of management, a sound control environment, and sharing of best practice. * Work collaboratively with key stakeholders and teams to harness strong cross functional relationships that ensure strategic alignment and manufacturing capability to support the commercial and marketing needs of the business. * Work with the team on-site to:   + Ensure the smooth functioning of the dry goods warehouses, including e.g. material receipt, efficient handling, accurate stock control, minimal damage or waste, and provide timely supply to bottling lines   + Ensure the efficient functioning of the vat hall, including e.g. spirit intake, tanker unloading, regular stock audits, accurate chill filtering, and timely supply to bottling lines   + Ensure the efficient functioning of the bottling operations, crewing appropriately with skilled employees across shifts, optimizing labour utilization, promoting teamwork, ensuring employee welfare, and executing efficient change-overs to produce cased goods to quality standards and production schedules   + Control the trials and validation processes for NPD projects to ensure on time and on cost product launches   + Ensure the efficient function of the cased goods warehouses, control the receipt and inspection of product, drive handling efficiencies, perform accurate audits, minimise damage or decay, provide correct shipping documentation, and accurately pick orders in line with dispatch schedules * Maintain close control over SBP productivity measures and associated financial costs to deliver the best possible outcome at the lowest possible costs. * Optimise energy/utility usage across the site bottling operations, minimise all wastage and continuously improve environmental performance. * Embed strong quality control across site distillery operations ensuring full compliance with quality specifications. * Oversee the effective planning and delivery of pro-active and comprehensive maintenance programmes (PPM and reactive), manage stores to ensure stock availability of critical spares and continuously measure performance to identify improvement area. * Ensure equipment is maintained in proper condition across all SBP operations, including regular machine cleaning and tidy housekeeping. * Ensure that all site Health and Safety standards are delivered to WGS 'Approach to Safety' manual and statutory standards, flagging any shortfalls in process or standards and working collaboratively with key stakeholders to implement the appropriate countermeasures. * Manage and deliver adherence to all relevant compliance processes, including Environmental Regulatory compliance, Customs / HMRC requirements, setting high internal environmental standards that go beyond minimum requirements and identifying and driving improvements. | | |
| Created by: | John Shields | |
| Date: | 30/09/2021 | |
| HRBP: | L. Ogle | |
| Date of last revision: | 16/07/24 | |