



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Project Assistant
Internal Reference	CEN-0179
Business Unit / Group Function	Central Services
BU Team / Sub-Function	Contribution & Development Office
Location	Arete
Team Leader Role	Supervisory Board Business Counsel
Role Level	5
Team Members	No
Role Purpose To provide proactive and high-quality operational, administrative and project support to the Contribution & Development (C&D) Office and Supervisor Board Business Counsel, enabling the effective delivery of priorities and William Grant Way (WGW) activities, through coordinating projects, analysing and reporting data, managing workflows, and supporting stakeholder engagement across the business.	
Accountabilities Accountabilities • Provide day to day administration to the Contribution & Development (C&D) Office and support to the Pillar Leads through review and analysis of WGW activity and progress, such as project deliverables • Prepare project documentation, reports and presentations, setting high standards for quality, and ensuring project processes are followed and updated through the project lifecycle • Analyse business data and present the results to support and inform the broader work and conclusions of the C&D office • Monitor C&D Office workflow and workload to ensure tasks are completed efficiently, accurately and within deadlines, identifying opportunities for continuous improvement • Take ownership of ad hoc projects and the tracking of WGW training delivery to the business • Plan, schedule and organise meetings and support with the preparation of agenda items, taking minutes and actions, and follow up where required • Collate and maintain the C&D Office data repositories or document management system as appropriate • Support and engage with stakeholders across the C&D Office and wider William Grant Way activities • Manage daily diary appointments/meetings and travel arrangements for the Supervisory Board Business Counsel, prioritising and managing conflict to ensure diary time is utilised effectively • 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 personal legacy.	
Created by:	Kelly McAuley
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HRBP:	Kirsty Morris
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