



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Site Services Team Leader</b>
<b>Internal Reference</b>	OBU-0005
<b>Business Unit / Group Function</b>	OBU
<b>BU Team / Sub-Function</b>	Distilleries
<b>Location</b>	Girvan;Dufftown
<b>Team Leader Role</b>	Maintenance Area Leader
<b>Role Level</b>	4A
<b>Team Members</b>	Yes
<b>Role Purpose</b>  To lead, develop and manage all Site Service operations including estate maintenance and winter maintenance strategies, capital projects and site water initiatives across all relevant sites to ensure the delivery of key results whilst adhering to all relevant compliance and legislative requirements.	
<b>Accountabilities</b> <ul style="list-style-type: none"><li>• Deliver all site services/ facilities operations to the defined regulatory and mandated standards, implementing and adhering to WGW processes and guidelines, including the management of non-conformances.</li><li>• Deliver the efficient and cost-effective functioning of the distillery by maintaining close control and optimum performance over site services job quality, productivity, and cost.</li><li>• Input to long-term improvement plans and continuous improvement initiatives, implementing outcomes that drive efficiencies across distilleries to increase competitiveness, customer service and quality.</li><li>• Identify energy/ utility usage on site and ensure the maintenance of these assets are controlled appropriately.</li><li>• Optimise usage, understanding areas of loss and waste for area of responsibility and development of improvement plans</li><li>• Deliver robust quality control in the site services / facilities department to ensure full compliance to quality specifications. Identify and ensure corrective and preventative actions are closed out timeously and also meet regulatory and mandated requirements.</li><li>• Deliver Site Services / Facilities programmes to plan and continuously monitor performance to identify improvement areas.</li><li>• Follow all defined Health and Safety standards and ensure that team members are aware of departmental and site requirements and that they are followed.</li><li>• Deliver adherence to all relevant compliance processes, including Environmental Regulatory compliance, and identify and drive improvements</li></ul>	
<b>Created by:</b>	John Shields
<b>Creation Date:</b>	07/09/2021
<b>HRBP:</b>	N/A
<b>Date of last revision:</b>	07/09/2021



INDEPENDENT FAMILY  
DISTILLERS SINCE 1867

WILLIAM GRANT & SONS