



WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	Head of Transport and Distribution
Business Unit / Group Function	OBU
BU Team / Sub-Function	Supply Chain
Location	Strathclyde Business Park
Team Leader	Demand and Supply Planning Director
Team Members	Yes
Job Level	3B
Role Purpose To lead the Transport and Distribution team to deliver the best possible service to our customers whilst managing the costs in line with budgeted targets.	
Accountabilities Develop the overall logistics, warehousing and distribution plan to ensure adequate network capacity, optimise service levels and minimise the overall cost for the Company Maintain and manage the internal fleet, including maintenance, inspections, transport records, driver trainings, etc. Collaborate with Procurement to instruct, manage, and monitor performance of 3rd party logistics providers, freight forwarders and shipping lines Contribute to optimal freight rates by working with Procurement as part of periodic global distribution tenders / rate reviews – for both finished goods and raw materials Plan, schedule, and manage all ex-factory shipments to deliver the best possible customer service with optimum distribution cost and maximal vehicle utilisation Monitor compliance under the regulations within the Operator's License – governed by the Drivers and Vehicles Standards Agency Prepare all required export / customs documentation for international ex-factory shipments Monitor ex-factory shipments, reviewing costs continuously and conducting investigations of delivery failures to ensure corrective actions Establish and maintain professional and productive relationships with 3rd party providers and keep stakeholders across the Company informed of relevant information Review, manage and report on relevant performance metrics (e.g. OTIF, SLA adherence, vehicle utilisation) taking appropriate actions when necessary Maintain a proper process framework and detailed process documentation with the appropriate governance structure Maintain and develop high capability standards and ensure continuous development of team members Develop a comprehensive list of cost saving opportunities to reduce overall warehousing and distribution costs. Implement robust governance to monitor progress and timely implementation Establish a set of projects to support plans to reduce the companies carbon footprint by fully optimising the flow of product through the network	
Created by:	John Shields



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