



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Process Universe Specialist
Internal Reference	CEN-0180
Business Unit / Group Function	Central Services
BU Team / Sub-Function	Contribution & Development Office
Location	Arete
Team Leader Role	Planning, Budgeting, Reporting and Internal Markets Lead
Role Level	4A
Team Members	No
Role Purpose	
Ensure effective governance of the Company's operating model, the William Grant Way (WGW), specifically related to the Business Process Universe, in order to sustain and optimise its content and application - so as to ensure the most effective and efficient possible outcomes for the Company across the business as a whole. Monitor and analyse all aspects of the Business Process Universe to understand its completeness, integrity and effectiveness in order to challenge and provide guidance to assist with continuous improvement	
Accountabilities	
1. Support the C&D Office to monitor how the business operates in relation to the specific requirements of the WGW Business Process Universe. This includes both its normal functioning and the governance aspects, with the acknowledgement that management have primary responsibility for this outcome. 2. Support the C&D Office, where required, to assess whether the processes defined in the WGW Process Universe are embedded with the right level of rigour and discipline, in order to ensure the integrity and timeliness of all related matters. 3. Support the Business Processes Pillar Lead to actively communicate the existence of, and rationale for, the WGW Process Universe, so that employees across the Company are properly informed and able to understand the need for its practical implementation. 4. Assess whether the Process Owners (Level 1 -3 processes) are fully aware of their responsibilities, supporting the C&D Office People Lead to monitor whether these are accurately reflected in role profiles. 5. Assess whether there is full understanding of the Process Universe across the Business Unit Leadership Team to support the effective operation of the business model. 6. Support the Business Units and Central Services teams to ensure the on-going development of the WGW Business Process Universe in order to improve the effectiveness and efficiency of Company operations, allowing for Freedom within the Framework. 7. Ensure that proposed design changes or developments to the Business Process Universe are accurately detailed and recorded, working with relevant members of the C&D Office to assess conformity to WGW design principles. Ensure that the development of the Process Universe takes place in accordance with the governance procedures and in the overall interests of the Company. 8. Monitor all documentation relating to the Business Process Universe and check that accurate details of the agreed process and documentation are updated in a timely and efficient manner. 9. Work with the C&D Office to ensure full understanding of the relevant processes and monitor whether all supporting business guidance and training materials accurately reflect the agreed process. 10. Assess process design capability within the organisation and monitor the business development of level 4 & 5 processes.	



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11. Support the Communications & Training Lead in the C&D Office to develop suitable materials for training programmes as required.
12. As part of the C&D Office, operate within an independent team, cooperating closely with the business, yet retaining the necessary degree of independence and robustness with required and well-justified interventions on Company matters.