



Job Title	Distillery Process Leader
Business Unit	OBU
Function/Region	Distilling and Technical Mexico
Location	Atotonilco
Leader	Mexico Operations Site Leader
People Leadership	Distillery Shift Leaders, Process Development Engineer, Laboratory Technician (dotted line), Purchaser and Office Assistant (dotted line)
Job Level	4A
Role Purpose To lead the planning, control and production of tequila distillery operations, ensuring that all processes are operated compliantly and efficiently to scope and specifications. The role is also responsible for the short to medium term development of the distillery operations from a technical and commercial perspective.	
Accountabilities <ul style="list-style-type: none">• Deliver Spirit Volumes to budget and phased targets as per the requirements.• Manage all Distilling activities to ensure Quality specifications are met.• Ensure all Distilling core and supporting activities are carried out in the required timeframe to deliver excellent customer service.• Manage all distilling unit operations and controllable costs efficiently to ensure lowest cost production whilst complying with required standards. This entails maximizing yield and minimizing energy and water usage and waste.• Execute short and medium term plans for the distillery to ensure efficient operation and customer requirements are met in line with operational budget requirements.• Manage resourcing plan to ensure that competent labour, capital and systems are in place to meet requirements.• Responsible for timely reporting of all aspects of Distilling performance to the Site Leader with particular focus on risk and proposed recommendations.• Develop and deliver innovation to the process area to drive improvement to competitiveness, customer service and quality and efficiency, documenting processes as required.• Ensure the process operation is compliant with Health & Safety, Environmental and NOM-006-Tequila Specifications, ensuring compliance with all site licenses and regulatory obligations.• Facilitate collaboration across Distillery, Maintenance, Quality, Manufacturing and Supply teams across the site to share best practice and maximize efficiency• Support the development and execute the implementation of the site strategy in line with the Company, Operations and Business unit objectives as a key role within the site leadership team.• Lead, motivate and develop their team in line with company values to maximize employee engagement, ensuring learning and development needs are planned and resourced. Demonstrate behaviors 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 own personal legacy.• Ensure and effective partnerships with all regulators to ensure a constructive relationship is maintained, and business objectives met.	



Core Competencies:

<i>Deciding & Initiating Action</i> <ul style="list-style-type: none"> • Makes prompt, clear decisions which may involve tough choices or considered risks • Takes responsibility for actions, projects and people • Takes initiative and acts with confidence • Initiates and generates activity 	<i>Leading & Supervising</i> <ul style="list-style-type: none"> • Provides others with a clear direction • Sets appropriate standards of behaviour • Delegates work appropriately and fairly • Motivates and empowers others • Provides staff with development opportunities and coaching • Recruits staff of a high calibre
<i>Persuading & Influencing</i> <ul style="list-style-type: none"> • Makes a strong personal impression on others • Gains clear agreement and commitment from others by persuading, convincing and negotiating • Promotes ideas on behalf of self or others • Makes effective use of political processes to influence and persuade others 	<i>Delivering Results & Meeting Customer Expectations</i> <ul style="list-style-type: none"> • Focuses on customer needs and satisfaction • Sets high standards for quality and quantity • Monitors and maintains quality and productivity • Works in a systematic, methodical and orderly way • Consistently achieves project goals.
<i>Applying Expertise & Technology</i> <ul style="list-style-type: none"> • Applies specialist and detailed technical expertise • Develops job knowledge and expertise through continual professional development • Shares expertise and knowledge with others • Uses technology to achieve work objectives • Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity • Demonstrates an understanding of different organisational departments and functions 	<i>Coping with Pressures & Setbacks</i> <ul style="list-style-type: none"> • Works productively in a pressurised environment • Keeps emotions under control during difficult situations • Balances the demands of a work life and a personal life. • Maintains a positive outlook at work. • Handles criticism well and learns from it.

Skills and Qualifications:

Essential:

- Degree qualified in Chemistry (Engineering/Science), or other fields related.
- Extensive technical competence in either Distilling / Brewing / Petrochemical / Pharmaceutical industries, leading teams at management level.
- Proven leadership and communication skills, able to engage team members, set up and follow up their objectives and performance.
- Proven knowledge of Mexican Standards applicable to tequila, food and beverages production.
- Advanced English skills.

Desirable:

- Knowledge of OHSAS rules and regulations.
- Lean Six Sigma Green Belt.
- Master Degree in Tequila Processes, Brewing and Distilling or equivalent.

Created by:

Date:

HRBP:

Date of last revision: