



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Job Title</b>	<b>Luxury Technical Operator</b>
<b>Business Unit / Group Function</b>	Packaging & Supply Chain
<b>BU Team / Sub-Function</b>	Packaging – Arete
<b>Location</b>	Arete, Cumbernauld
<b>Team Leader</b>	Luxury Operations Team Leader
<b>Team Members</b>	N/A
<b>Job Level</b>	5 (104)
<b>Role Purpose</b>	
To safely operate Luxury Packaging facility assets and all associated tasks required to consistently produce Luxury Packaged products to specified quality standards in compliance with all relevant legislation.	
<b>Accountabilities</b>	
<ul style="list-style-type: none"> <li>• Ensure that safe working practises and quality procedures are strictly adhered to in line with ISO 9001, Environmental and HMRC requirements for compliance, and conduct basic maintenance, safety checks and housekeeping tasks to maintain a safe and organised work environment, revising and updating maintenance schedules in collaboration with Engineering Technician.</li> <li>• Operate and optimise all assets and relevant tooling to ensure repeatable, consistent and efficient production performance, adhering to Luxury standards and demonstrating personal accountability at each stage within the luxury process.</li> <li>• Conduct quality checks at predetermined stages in the process to ensure quality is being achieved and maintained in line with Quality standards, taking appropriate action to record/correct if necessary and conducting any required investigation, assigning actions and driving to completion.</li> <li>• Responsibility for all aspects of operation within relevant area of technical expertise (ie. high value production, spirit supply and management, systems management etc), ensuring processes are documented, followed and fully trained to others as necessary, and that all KPI's are met, recorded, and reported on a monthly basis.</li> <li>• Contribute appropriately to team meetings and support the implementation of team strategy, plans and continuous improvement projects, utilising relevant tools and methodologies to lead problem solving and CI activities.</li> <li>• Contribute to the development of a high-performing team, assisting with training and induction of new starts and temporary workers, ensuring the up-skilling and cross-skilling of all team members in relevant skills/standards, and coaching the team to ensure that all production standards are upheld.</li> <li>• Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&amp;S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy</li> </ul>	
<b>Created by:</b>	John Fallen
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<b>HRBP:</b>	Michelle Smillie



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