WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	**WOW / Culture Specialist**
Internal Reference	CEN-0074
Business Unit / Group Function	Central Services
BU Team / Sub-Function	Contribution & Development Office
Location	Arete
Team Leader Role	People Lead
Role Level	4A
Team Members	No

Role Purpose

Ensure effective governance of the Company's operating model, the William Grant Way (WGW), specifically relating to the Ways of Working pillar in order to sustain and optimise its content and application - so as to ensure the Company's unique culture is nurtured and developed. Support the business to build an organisation with a culture that supports the Family Values and the long term perspective that defines the Company.

Accountabilities

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- Monitor how the business operates in relation to the specific requirements of the WGW Ways of Working pillar for both its normal functioning and the governance aspects, with the acknowledgement that management have primary responsibility for this outcome

- Support the Business Units and Central Services teams with the on-going development of the WGW Ways of Working pillar in order to improve the effectiveness and efficiency of Company operations, allowing for Freedom within the Framework. Ensure that all developments are in line with policy and in the overall interests of developing the WG&S culture

- Ensure that the elements of the Ways of Working pillar: The Purpose including the Business Drivers and our values, Operating Principles, Social Structure and Standard Techniques are fully understood and evident within the business

- Oversee the design and development of the principles of the Ways of Working pillar ensuring integration and consistency to deliver efficient ways of working, greater understanding and heightened adoption of the WGW across the business

- Work in collaboration with the HR team to ensure that the processes and policies work in support of the elements of Ways of Working

- Monitor the delivery and effectiveness of the Company's Corporate Social Responsibility programme management systems, reporting on areas of improvement for the Supervisory Board, to support the acceleration of overall progress

- Oversee the tangible aspects of the Social Structure (employee on-boarding, communications, recognition, charitable activities and Family Days) to ensure that employee engagement activities are sustained in

the long term interest of the Company

- Ensure there is ongoing commitment to effective communications to build a culture with a high level of trust, respect, understanding and commitment among all employees across the business

- Actively communicate the existence of and the rationale for having the WGW so that all employees are properly informed and able to understand the need for its practical implementation, supporting the Communications & Training Lead to develop materials for compulsory training programmes as needed

- Support the Annual Cycle Review process to monitor progress and ensure rigorous operation of all aspects of WGW Ways of Working. Highlighting on an on-going basis any areas of deficiency and working to rectify

- Support the People Lead to act as the guardian of the Ways of Working pillar, managing any proposed changes to the Ways of Working handbook

Created by:	Rita Greenwood
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