



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Planning & Scheduling Engineer
Business Unit	OBU
BU Team / Sub-Function	Distilling & Technical
Location	Girvan
Team Leader Role	Yes
Role Level	4A
Team Members	Yes
<p>Role Purpose To develop, implement, monitor, manage and maintain appropriate Planning & Scheduling systems, documentation, data and processes relating to all assets covered by the site Maintenance & Engineering Strategy, to optimise resource utilisation and continually reduce the likelihood of plant failure.</p>	
<p>Accountabilities</p> <ul style="list-style-type: none"> • Manage the development and delivery of Materials Resource Planning activity to ensure that spares and materials stockholding matches Maintenance & Engineering demand for components, in the context of tight budgetary controls. • Creation of detailed Maintenance activity plans within IFS S&M (CMMS) in conjunction with key stakeholders. • Develop and implement pro-active planning process for a rolling minimum of 4-weekly lookahead. • Principle contact and liaison between site maintenance and distilleries planning functions • Manage and control contract resources in order to facilitate the Maintenance & Engineering activity plans. e.g. scaffolding, hire equipment, cranes etc. • Develop and manage relationships with key service providers including equipment overhaul/refurbishment and pro-actively manage quality critical hold points. • Prepare and review defined KPI suite to demonstrate compliance with Maintenance & Engineering Strategy. • Manage the Materials Resource Planning requirements daily. • Review reorder suggestions checking reorder levels, quantities and stock holding to ensure compliance with the Maintenance & Engineering Strategy and updating of the BOM (Bill of Materials) system. • Manage the Materials Resource Planning purchase to pay process, including requisitions, purchase orders, good receipt notes (GRN) and invoice validation • Demonstrate behaviours 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 	
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