



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>Materials Management Team Leader</b>
<b>Internal Reference</b>	OBU-0069
<b>Business Unit / Group Function</b>	OBU
<b>BU Team / Sub-Function</b>	Supply Chain
<b>Location</b>	SBP
<b>Team Leader Role</b>	Head of Supply Planning
<b>Role Level</b>	4A
<b>Team Members</b>	Yes
<b>Role Purpose</b>  To lead the Material Management Team, ensuring a reliable and timely supply of materials to enable the Bottling Team to deliver an efficient operation, meeting customer demand. Maintain the on-going flow of supply, achieve optimal inventory levels, and take timely action where issues arise (shortage of materials, poor quality, build-up of excess stock, etc.).	
<b>Accountabilities</b> <ul style="list-style-type: none"><li>• Facilitate the call-off of required packaging material to deliver the production plan, whilst working within agreed days of stock and inventory value targets.</li><li>• Oversee and work closely with internal stakeholders to review and interpret proposed vendor schedules, to ensure operational viability.</li><li>• Coordinate all required amendments to schedules, escalating all supply issues via the S&amp;OE and S&amp;OP frameworks and ensuring all supply gaps are addressed and closed in a timely manner.</li><li>• Counsel team members to maintain day to day relationships with material suppliers, ensuring Material Controllers liaise with them on a regular basis to identify any potential issues and ensure capacity is available to meet demand.</li><li>• Coordinate with Procurement on the maintenance of material supplier contracts by creating and maintaining service level agreements with key suppliers, covering batch sizes, frequency of makes and campaign planning.</li><li>• Provide monthly input to the Monthly Business Review process and lead functional discussions including continuous improvement in service during review meetings.</li><li>• Manage the reporting and reconciliation of dry goods held by suppliers (including committed and paid stock) with key risks and opportunities/action plan identified.</li><li>• Lead the continuous improvement agenda in Materials Management to deliver plans that manage master data, reduce shortages, increase efficiency, and by balancing cost, inventory, and service.</li><li>• Lead, motivate and develop the team in line with company values to maximise employee performance</li><li>• Participate and contribute to team performance by engaging in team meetings and taking an active part in problem solving activities.</li><li>• Work collaboratively with peers and colleagues and apply learnings from identified training and development activities required to perform in role.</li><li>• Follow and comply with all WGW processes, standards, and guidelines in the performance of your role, reporting any non-conformances in a timely manner.</li></ul>	