



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Materials Management Team Leader
Internal Reference	OBU-0069
Business Unit / Group Function	OBU
BU Team / Sub-Function	Supply Chain
Location	SBP
Team Leader Role	Head of Supply Planning
Role Level	4A
Team Members	Yes
Role Purpose	<p>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.).</p>
Accountabilities	<ul style="list-style-type: none">Facilitate the call-off of required packaging material to deliver the production plan, whilst working within agreed days of stock and inventory value targets.Oversee and work closely with internal stakeholders to review and interpret proposed vendor schedules, to ensure operational viability.Coordinate all required amendments to schedules, escalating all supply issues via the S&OE and S&OP frameworks and ensuring all supply gaps are addressed and closed in a timely manner.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.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.Provide monthly input to the Monthly Business Review process and lead functional discussions including continuous improvement in service during review meetings.Manage the reporting and reconciliation of dry goods held by suppliers (including committed and paid stock) with key risks and opportunities/action plan identified.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.Lead, motivate and develop the team in line with company values to maximise employee performanceParticipate and contribute to team performance by engaging in team meetings and taking an active part in problem solving activities.Work collaboratively with peers and colleagues and apply learnings from identified training and development activities required to perform in role.Follow and comply with all WGW processes, standards, and guidelines in the performance of your role, reporting any non-conformances in a timely manner.