WILLIAM GRANT & SONS
INDEPENDENT FAMILY DISTILLERS SINCE 1887

Job Title	**Compliance & Quality Systems Advisor**
Business Unit	Packaging & Supply Chain
Location	SBP
Job Group	4B

Key Relationships

Reports to:	Compliance & Quality Systems Leader
Responsible for:	N/A
Any other key relationships:	All UK and Ireland Operations Sites, Area and Team Leaders, Quality Team Leaders, External Audit Standards (LRQA, BRC, PAI, customer specific audits)

Job Purpose

Deliver Quality Management System objectives including the Q-Pulse upgrade on time, to budget and to required quality standards. Working with key stakeholders to maintain the quality system by supporting the implementation of enhanced processes with a strong focus in change management, applying best practice project management standards and ways of working.

Key Responsibilities & Critical Success Measures

- Support and advise in the development of the ISO 9001 and other integrated Quality systems (acting as Quality Advisor) for all UK and Irish operations sites, developing strong relationships with internal stakeholders, to raise awareness, influence process change, drive continuous improvement and the adoption of best practice, to enable achievement of business objectives
- Lead the delivery of the Q-Pulse upgrade applying best practice project management methodology, ensuring stakeholders are engaged and the appropriate elements for successful change management are in place ensuring that project requirements, deliverables, resources, and timescales are clearly defined and captured with an effective handover to meet the requirements of the Quality Management System (QMS), users and business needs.
- Support the work of external auditors or third-party consultants through the setup and improvement of the QMS platform.
- Provide monthly reporting and analysis ensuring progress to plan is tracked and monitored, including performance metrics to evaluate success, with status updates prepared and reported in a timely manner
- Identify and assess business risks and propose/recommend effective actions and controls to manage those risks to an acceptable level.
- Responsible for planning what work needs to be done, making sure it is done to the right standard and when and who's going to do it, considering both internal teams and external customer requirements.
- Making sure budget and resources are effectively managed to ensure delivery to cost, risks are proactively managed, problems are resolved, and issues escalated where appropriate.
- Assessing and managing changes required to meet key stakeholders needs and the project outcome to minimise scope creep
- Capturing project learning and continuously develop project tools and support material for the key users of the QMS system.