



Job Title	Vat Hall Operator
Business Unit	Group Packaging & Supply Chain
Function/Region	Production
Location	Tullamore Distillery
Leader	Quality Team Leader
People Leadership	N/A
Job Level	5

Role Purpose

To receive, reduce and process spirit from WG&S Distillery in order to meet bottling requirements, whilst remaining compliant with all relevant legislation. Support other activities on the site in line with the site.

Accountabilities

- Carry out processing and all other related spirit supply activities, ensuring that safe working practices and quality procedures are strictly followed to remain compliant with Irish Tax & Customs, environmental legislation, ISO 9001, and OHSAS 18001 requirements, and to produce a safe product
- Liaise with Tullamore Spirit Supply teams to plan delivery of spirit to meet Bottling requirements within Vat Hall capacity.
- Control all spirit movements within the operation, reductions and filtrations, carrying out the calculations to determine the correct strength water and Carmel additions are achieved.
- Administers the data input for tanker receipt, calculations and quality data to WG&S systems in order to maintain and track spirit and spirit finances effectively.
- Conducts quality checks/ samples to ensure quality is being achieved and maintained, taking accountability to deliver excellence in our products, ensuring perfection for the customer and consumer. Takes appropriate action to highlight any deficiencies in line with quality assurance programme.
- Work on own initiative to ensure prompt appropriate corrective action is taken across all tasks, whenever necessary and ensure adequate recording and communication of any action taken.
- Be committed to delivering excellence – act as an innovator, driving change and a Team culture identifying and implementing continuous improvement initiatives -Including conducting basic maintenance, safety checks and housekeeping tasks to maintain a safe, controlled and highly organised working environment.
- Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at William Grant & Sons where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy.

Values



BE PROUD

We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE

We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE

We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL

We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL

We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM

We are proud of our brands, our heritage, and our commitment to superior quality in our products



Core Competencies:

Working with People

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit
- Recognises and rewards the contribution of others
- Listens, consults others and communicates proactively
- Supports and cares for others
- Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses

Health, Safety and Environment

- Follows safe working procedures and seeks advice if unsure about a task
- Only uses authorised and fit for use equipment
- Reports accidents, unsafe acts and unsafe conditions to their leader
- Cooperates with Leaders and other Team Members in promoting and improving health and safety within the team
- Makes full use of any equipment provided for their health and safety
- Considers the impact of actions on the environment.

Following Instructions and Procedures

- Appropriately follows instructions from others without unnecessarily challenging authority
- Follows procedures and policies
- Keeps to schedules
- Arrives punctually for work and meetings
- Demonstrates commitment to the organisation
- Complies with legal obligations and safety requirements of the role

Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals.

Applying Expertise & Technology

- Applies specialist and detailed technical expertise
- Develops job knowledge and expertise through continual professional development
- Shares expertise and knowledge with others
- Uses technology to achieve work objectives
- Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity
- Demonstrates an understanding of different organisational departments and functions

Safety & Environment Compliance; Promotes a positive and proactive Health and Safety culture

- Demonstrate adherence to role specific responsibilities as detailed in the Company Policy "Approach to Health and Safety"
- Develop safe systems of work within the Team, taking guidance from the SHE Advisors as needed
- Provide assistance and support to the SHE Advisor
- Promote Health and Safety awareness and safe working within the Team, providing the necessary training and instruction as required
- Demonstrates knowledge of relevant safety and environmental legislation

Skills and Qualifications:

Essential:

- Proficient and confident in the use of information technology - Microsoft Word and Excel packages
- Working knowledge of HSA, Irish Tax & Customs, EPA and other relevant regulatory requirements
- Proven track record in practising problem solving techniques
- Proven track record demonstrating compliance with Health & Safety and Customs.
- Proven team member who can work towards their objectives, performance within the team environment and develop skills in order to achieve their potential development and flexibility within the operations team.

Desirable:

- Awareness of Drums and/or JDE data systems
- Basic engineering awareness
- Good knowledge /experience of working with spirit.
- Yellow Belt Six Sigma trained - desirable

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