


**WILLIAM GRANT & SONS**

INDEPENDENT FAMILY DISTILLERS SINCE 1887

<b>Job Title</b>	<b>Operations Technical Training Manager</b>
<b>Business Unit</b>	OBU
<b>Function/Region</b>	Operations
<b>Location</b>	Strathclyde Business Park, Bellshill
<b>Leader</b>	
<b>People Leadership</b>	N/A
<b>Job Level</b>	4A
<b>Role Purpose</b>  To lead the training and development cycle for technical and functional training within the Operations Business Unit. This will include developing and maintaining training needs analysis, management of training frameworks, training design, delivery, recording and evaluation of vocational training predominately across Distilling and Bottling areas.	
<b>Accountabilities</b>  <ul style="list-style-type: none"> <li>• Develop and manage the approach for analysing training needs/skills gaps across operational areas with primary focus on functional and technical competencies</li> <li>• Develop portfolio of technical training manuals based on appropriate work instructions.</li> <li>• Design consistent training frameworks across operational areas, working in conjunction with site leads, HR and L&amp;D to ensure best practice with focus on clear business needs.</li> <li>• Responsibility to develop 'train the trainer' approach which define standards and eliminate variability in the quality of on the job training</li> <li>• Be responsible for the recording, reporting and competency assessment of all functional and technical training (governance) including oversight of any training recording system in alignment with the global Learning Management System.</li> <li>• Oversight of third party training provider relationships including adherence to supplier management requirements and review of quality, effectiveness and value as well as consistency across sites</li> <li>• Oversight of construction of Bottling and Distilling training budget's, working in partnership with HR and L&amp;D team's ensuring alignment with other initiatives.</li> <li>• Evaluate the effectiveness of training provision and provide insight and data where required in alignment with the William Grant Way</li> <li>• Deliver skills based training as required</li> <li>• Be a central point of contact for accreditation bodies and training suppliers for Operations e.g. Institute of Brewing &amp; Distilling, SIVQ</li> <li>• Work in partnership with functional areas/project teams i.e Quality, TPS where appropriate to ensure successful delivery of 'joined up' initiatives</li> </ul>	
<b>Created by:</b>	
<b>Date:</b>	



**WILLIAM GRANT & SONS**

INDEPENDENT FAMILY DISTILLERS SINCE 1887

HRBP:	
Date of last revision:	

Approved by GOM Owner June 2020