

JOB VACANCY: SITE OPERATIONS LEAD

We have an exciting new job opportunity for a Site Operations Lead, involving the day to day running of all processing/reprocessing equipment and supporting operations at the Liverpool site. The post holder will work collaboratively with the Site Manager and other members of the Site Management Team, ensuring all site objectives are completed in a timely manner and relevant targets are met. This may involve working beyond normal contracted hours and 'on call' as required to fulfil the needs of the role. The role supports the 'line is responsible' business model, ensuring Site Teams are empowered, accountable and motivated to achieve the best results.

LOCATION: Liverpool

WORKING HOURS: 43.75 hours per week, 07:45 - 17:00, Monday to Friday.

CONTRACT TYPE: Permanent

KEY ACCOUNTABILITIES:

- Ensure you/ your Team conform to the expected behaviours and uphold the company's core values at all times.
- Lead your Team, setting clear goals to ensure delivery of strategy and key responsibilities.
- Manage resources effectively to achieve the desired outcomes for safety, environment and to meet or exceed the required performance expectations.
- Motivate and develop people to support individual and Team growth, fostering a positive work environment to achieve high performance and operational excellence.
- Communicate and collaborate, ensuring effective communication between you/ your Team, the broader site and across other business functions.
- Performance and feedback, monitor progress towards objectives, regularly assess Team performance and provide constructive feedback.
- Problem solving and reporting, resolve conflicts, and provide regular performance/ status updates to higher management and other stakeholders.

KEY RESPONSIBILITIES:

- Overseeing the efficient 'day to day' running of the site, working with the Site Manager and the Site Management Team to achieve daily objectives/ targets.
- Ensuring compliance with Quality, Environmental and Health & Safety standards in force at any given time, making sure all workers follow safe working practices.
- Managing the workforce, including their performance and competency, on a day-to-day basis, both directly and indirectly through your team, using all available resources including appraisals and fostering good working relationships with colleagues, interested parties and members of the site management team. Coaching/mentoring of direct reports and site teams to ensure they are performing to their best.
- A daily on-site presence will be required. Ensuring staff are fulfilling their duties/ responsibilities and the highest levels of housekeeping, site organisation and operational efficiency are achieved at all times.

- Becoming familiar with all aspects of site operations, its equipment and its people to enable efficient utilisation of resources, providing cover for increased workloads and/or absence as appropriate.
- Ensuring the site is correctly resourced through appropriate allocation of existing resources, prioritisation of tasks, recruitment and retention of staff, working with the Site Manager to obtain approval for recruitment requisitions.
- Working within the budgets set by the Company at any given time, ensuring the site complies with Group procedures for purchasing and procurement.
- Liaising with the Transport Department on a 'day to day' basis to ensure correct movement of materials to fulfil the site's production objectives.
- Liaison with the relevant member(s) of the Commercial Team to ensure development of good working relationships with suppliers and customers (current and new). Support the Commercial Team to run material trials and adjust site operations to meet current/future needs.
- Full responsibility for production on relevant Static Plant - achievement of KPIs, labour organisation/ planning.
- Working collaboratively with the site's Maintenance Team to ensure maximum uptime on all static/ mobile plant via completion of TPMs and PMs, as appropriate.
- Full responsibility for receiving inspection and turnaround of material deliveries to the site.
- Full responsibility for 'day to day' fulfilment of the site's HSEQ requirements, including ensuring staff competency/ training, completion of relevant compliance inspections, incident reporting and investigation and correct implementation of company safe working procedures at all times.
- Generate management reports, attend site/ Group meetings to communicate site performance for production, HSEQ, stock management and any other aspect of site operations, as directed by the Site Manager. Utilising the relevant Group data systems and reporting templates/ structures, in place at any given time.
- Support the Site Manager, as directed, to achieve the site's strategic goals in accordance with broader company strategy.
- Liaise with 3rd parties, including regulatory authorities and customer representatives as required and/ or directed by the Site Manager.
- Follow the Group Contractor Management procedure, including issue and use of relevant Permits to Work, as required.
- Carry out any additional duties that may be reasonably requested.
- Comply with Company policies and procedures as defined in the Employee Manual and the post holder's terms of employment.
- Ensure you and your team uphold the Group values and behaviours at all times, fostering a safe and healthy culture on site.

PERSON SPECIFICATION

- **Experience:** Ideally from a Scrap Metal background but not a pre-requisite. Experienced and accomplished Production Managers/ Line Managers from the wider Waste and Recycling industry will be considered.
- **Drive Results:** The individual is achievement orientated and has proven experience in achieving results even under tough circumstances, with a proven track record in safely leading operational sites.
- **Action Orientated:** Taking on tasks, new opportunities, and tough challenges with a sense of urgency, high energy, enthusiasm and in a planned and safe manner.

- **Be Resilient:** Rebound from setbacks and adversity when facing difficult situations.
- **Collaborate:** Build partnerships with other departments/ sites and work collaboratively with others to meet shared business goals.
- **Mentor / Coach:** Well developed people management skills and motivated to support the development and performance of others through empowerment and accountability, with a proven ability to lead the professional development of teams and direct reports.
- **Persistence:** Be energised by new, tough assignments and overcome obstacles to achieve stretching work objectives.
- **Focus:** Detect patterns and trends in performance and implement corrective actions when required to achieve desired outcomes.
- **Balanced:** Is able to balance time proportionately between simultaneously maintaining visibility of site operations and managing office-based activities.
- **Composed:** The ability to remain calm when managing abnormal or emergency situations.

KEY COMPETENCIES

- Excellent people skills and the ability to manage and develop others.
- The ability to develop good working relationships with colleagues, customers and other business contacts.
- Professional in all aspects of work including but not limited to relationships with customers and other professionals.
- Excellent time management and organisational skills.
- The ability to work under pressure using own initiative, managing multiple tasks and meeting deadlines.
- Clear effective communicator; in person, in writing and on the telephone.

ESSENTIAL SKILLS

- Proven track record of working in a comparable role.
- Health & Safety qualification (eg IOSH Managing Safely)
- The ability to deliver verbal and written reports.
- Analytical mindset, wherever possible using data to make informed decisions.
- Educated to GCSE level or equivalent with good literacy and numeracy.
- IT literate with the ability to use a range of packages applicable to the role.
- A commitment to upskill as required to meet the changing needs of the business.
- Full, clean driving license.

DESIRABLE SKILLS:

- Knowledge of plant and machinery including but not limited to material handlers, wheel loaders and static plant such as metal shredders, shears.
- A working understanding of environmental requirements within the metal recycling industry.
- WAMITAB certification in a range of relevant modular elements.
- Relative experience in environmental controls applicable to metal recycling and other associated processes.
- Evidence of higher-level Health & Safety qualification (eg IOSH or NEBOSH).
- Evidence of an operational excellence qualification (eg Six SIGMA).
- Evidence of further education (degree) in a related subject or other equivalent time served qualification / experience.

APPLICATIONS:

To apply, please either complete an [application form](#) or email your CV and covering letter to: recruitment@s-norton.com

Alternatively, please post your covering letter and CV to:

HR Department, S Norton, Bankfield House, Regent Road, Liverpool L20 8RQ

POSTED: OCTOBER 2025.

NO AGENCIES PLEASE.