JOB VACANCY:
WEIGHBRIDGE & LOGISTICS SUPERVISOR

The Weighbridge & Logistics Supervisor is responsible for overseeing compliant and efficient weighbridge and site logistics operations, ensuring all equipment is legally calibrated and all material movements are accurately recorded. The role requires strong knowledge of scrap metal grades, EWC codes, transport and weights legislation, and the coordination of skip exchanges, haulage and authorised material movements in line with site requirements.

Working closely with the Site Manager, Group Transport and external contractors, you will manage repairs and maintenance of skips and site vehicles, ensure all permits and contractor procedures are followed, maintain accurate waste and export records and support effective stock and inventory control across the site.

The post holder will be required to undertake a range of manual and clerical duties, working collaboratively with the Site Manager and/ or their deputy, to ensure staff are working safely, competently, productively and all tasks are completed in a timely manner with relevant targets met. The role supports the 'line is responsible' business model, ensuring Site Teams are empowered, accountable and motivated to achieve the best results.

LOCATION: Manchester

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

Supervisory responsibilities:

To assist the Site Manager and/ or their deputy in the execution of operational duties to ensure the site operates to its maximum potential, including but not limited to:

- Upholding a significant 'in-person' presence, ensuring you/ your team and other staff comply with Quality, Environmental and Health & Safety standards/ procedures in force at any given time. Where non-compliance is identified, this must be challenged, corrected and further appropriate action taken, as required.
- Ensuring excellent housekeeping standards are upheld within the working area at all times.
- Ensuring all HSEQ incidents are reported using the relevant systems/ tools in place at any given time, including taking responsibility for reviewing incident outcomes and action management, leading to closure and incident prevention. Lead and contribute to incident investigations, as required.
- Ensuring you/ your team are adequately competent to perform their expected duties, in accordance with their role. This includes delivering/ organising training, conducting competency checks and maintaining the accuracy/ completeness of competency records, using relevant systems in place at any given time.
- Coaching/ mentoring direct reports to ensure they are performing at their best, liaising with the Learning and Development Team as required, adhering to any formal procedures in place at any given time.
- Conducting staff appraisals to manage staff performance, liaising with the Learning and Development Team as required, adhering to any formal procedures in place at any given time.
- Liaising with the Site Manager and/or their deputy to ensure there are sufficient resources and staff available to meet short, medium and long term objectives.
- Making effective and productive use of staff to ensure business needs are met and objectives/ targets are achieved, whilst continually seeking to improve site productivity and operational efficiency.
- Demonstrating cost leadership throughout the role, fostering a culture of cost efficiency and added value for any departmental expenditure. If available, ensuring costs are managed in-line with any applicable budgets.
- Ensuring you/ your Team comply with Group procedures for purchasing and procurement.
- Supervision of the workforce on a day-to-day basis; conducting return-to-work interviews, managing staff time and attendance, using the systems and procedures in place at any given time. Fostering good working relationships with colleagues, working closely with the broader Site Management Team to ensure consistency of supervision. This includes initiating action if individuals are not following procedures found within the S. Norton Group Staff Handbook.
- Working alongside colleagues/ peers to become familiar with all aspects of site operations, its equipment and its people, enabling you to provide effective cover during periods of increased workloads and/or staff absence, as directed by the Site Manager and/ or their deputy.
- Acting as a role model and exemplar to other workers regards work flexibility, time management, standards of work, housekeeping and productivity; liaising with the Site Manager and/ or their deputy to identify where support may be required to deliver the best results.
- Providing updates to the Site Manager and/or their deputy on day-to-day operations and communicating with other company personnel as required, this includes the use of any recording and reporting systems, as instructed.
- Liaising and coordinating activities with the 3rd parties, regulatory bodies and other agencies, as required, to meet organisational objectives.
- Producing written reports and action plans on relevant site matters including but not limited to business objectives, material trials, Health & Safety and Environment; making proposals for change if appropriate.

- Deputising for absent staff as required, either locally or within the Group.
- Carrying out any additional duties that may be reasonably requested.
- Complying with Company policies and procedures as defined in the S. Norton Group Staff Handbook and the post holder's terms & particulars of employment.

Role specific responsibilities:

- Ensuring the Site weighbridge(s) and associated equipment are calibrated/ serviced and in-date to meet legal and company requirements.
- Maintaining excellent job specific knowledge, including but not limited to scrap grades, EWC codes, road haulage legislation, and weights and measures legislation, to enable effective supervision and line management of the weighbridge(s) and site logistics operations.
- Ensuring the necessary logistical processes required by the site are fulfilled, as directed by the Site Manager and/ or their deputy. This includes but isn't limited to organising skip exchanges, booking/ arranging haulage and booking/arranging material movements to authorised outlets. Liaising with internal and external stakeholders, as required.
- Liaising with the Group Transport Department to arrange/ and in some cases organise directly, any necessary repair and maintenance activities for skips and site-based HGVs/ transport equipment, including use of on-site resources and 3rd party contractors.
- Ensuring you/ your Team follow the Group Contractor Management procedure and Group Permit to Work procedure if organising/ involved in the use of an external contractor. This includes but isn't limited to, use of a contractor to perform weighbridge service/ calibration activities.
- Ensuring all records (physical/ electronic) pertaining to material receipt, handling and export are completed accurately, in accordance with legal and company requirements. This includes, but isn't limited to, Waste Transfer Notes (weighbridge tickets), Hazardous Waste Notes, Export documentation and updating of subsidiary record systems.
- Contributing to accurate stock and inventory management on site, as directed by the Site Manager/ or their deputy, using relevant systems in place at any given time.

PERSON SPECIFICATION:

Experience: Ideally from a scrap metal background but not a pre-requisite. Experienced and accomplished supervisors 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 teams.

Action Orientated: Taking on tasks, new opportunities and tough challenges with a sense of urgency, high energy, enthusiasm and in a planned, controlled and safe manner.

Be Resilient: Rebound from setbacks and adversity when facing difficult situations.

Collaborate: Build partnerships with colleagues and work collaboratively with others to meet shared site and 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 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 any office-based activities.

Composed: The ability to remain calm when managing abnormal or emergency situations.

KEY COMPETENCIES:

- Extensive knowledge of weighbridge and logistical processes pertaining to the metal recycling sector or an equivalent industry, including but not limited to material grades, EWC codes, environmental legislative requirements, road haulage regulations, weights and measures regulations.
- Excellent 'soft skills' with demonstrable ability to successfully supervise individuals/ a team.
- Excellent time management and organisational skills.
- The ability to work on your own initiative as and when required, manage multiple tasks, prioritise work and meet deadlines.
- Clear effective communicator; in person, in writing and on the telephone.

ESSENTIAL SKILLS:

- Proven track record of working in a comparable role and experience of managing people/ processes.
- A working knowledge of Health & Safety rules and regulations, Environmental and Quality Standards, applicable to core site operations.
- Health & Safety qualification (e.g. IOSH Managing Safely).
- The ability to deliver verbal and written reports to Higher Management.
- Educated to GCSE level or equivalent with good literacy and numeracy skills.
- Must speak English and understand written English to a level deemed satisfactory by the Company.
- IT literate with the ability to use a range of packages applicable to the role.
- Full, clean driving licence.

DESIRABLE SKILLS:

- First Aid qualification.
- Experience of working in the metal recycling sector.
- Management or supervisory qualification.
- Supply chain/ logistics qualification.

APPLICATIONS:

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: JANUARY 2026.

NO AGENCIES PLEASE.