

JOB VACANCY: HSEQ ADMINISTRATOR

We are now recruiting for an HSEQ Administrator to join our HSEQ team based in Liverpool. The role reports directly to the Group HSEQ Manager. As a core member of the HSEQ team, your duties will include supporting organisational compliance with Safety, Environmental, and Quality standards and legislation, ensuring internal management systems are robust, efficient and accessible.

The post holder will maintain the Integrated Management System (IMS) across the organisation through existing and new procedures, ensuring alignment with required industry standards including ISO 9001, ISO 14001, ISO 45001, CMS, FORS, and End of Waste criteria. The post holder will provide comprehensive administrative support to the HSEQ Team, handling technical compliance data, managing documentation and generating management reports.

LOCATION: Liverpool

WORKING HOURS: 37.5 hours per week, 09:00 - 17:00, Monday to Friday.

CONTRACT TYPE: Permanent.

KEY RESPONSIBILITIES:

- Administer the Company's Integrated Management System (IMS) in collaboration with the HSEQ Team, Group management, and senior leadership. Update and improve IMS documentation, introducing new workflows, systems and standardised procedures where appropriate.
- Administer the Assure Incident and Observation Reporting system.
- Serve as the initial point of contact for external compliance communications and verification requests from customers and suppliers.
- Collate data to assist in reporting on HSEQ Key Performance Indicators (KPIs). Prepare reports for management review meetings.
- Generate and issue reminders to site managers and department heads to ensure recurring regulatory and internal HSEQ activities are completed on time.
- Support the company in meeting its legal obligations, compliance targets and continual improvement goals as defined by legislation and active ISO standards.
- Deliver exceptional administrative service to the HSEQ team.

GENERAL RESPONSIBILITIES

- Attend and contribute to meetings.
- Comply with Company policies, procedures and quality standards as defined on the Integrated Management System (IMS) and the post holder's terms & particulars of employment.
- Execute any additional administrative or operational duties that may be reasonably requested by management from time to time.

PERSON SPECIFICATION

- Knowledge - IT Literate with the ability to use a range of job specific packages, including Microsoft Office suite.
- Teamwork - You must demonstrate excellent interpersonal skills to be able to interact with individuals at all levels, both internally and externally. A strong team player.

- Honest & Trustworthy - Strong sense of ethical and professional behaviour ensuring confidentiality with sensitive and personal information.
- Experience – Ideally having experience within a full-time HSEQ systems administration role in a similar industry.

KEY COMPETENCIES

- Proven organisational skills to maintain records accurately, effectively and for ease of retrieval.
- The ability to produce management reports.
- Excellent time management and organisational skills.
- Ability to work under pressure and meet deadlines.
- A clear, effective communicator; in person, in writing and on the telephone.
- The ability to work on own initiative and as part of a team.

ESSENTIAL SKILLS

- Evidence of a pro-active 'can do' approach.
- Excellent people skills and the ability to develop good working relationships with colleagues.
- Ability to develop systems and methods of work across a range of areas using IT systems where appropriate.
- The ability to deliver written reports.
- Excellent literacy and numeracy skills.
- IT Literate with the ability to use a range of job specific packages, including Microsoft Office suite.
- The ability to work on own initiative, manage multiple tasks and meet deadlines.

DESIRABLE SKILLS

- An understanding of ISO 9001/ ISO 14001/ ISO 45001.
- Proven experience of working within a compliance environment.
- Experience of change management processes.
- Experience of working in a similar industry.
- Full, clean driving licence.
- Ability and flexibility to travel to visit S. Norton sites within the UK.

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: SEPTEMBER 2026.

NO AGENCIES PLEASE.