JOB VACANCY: METAL RECYCLING SUPERVISOR

The role is site based, reporting directly to the Site Manager or their deputy. 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: Long Marston, Warwickshire

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 on-site presence, ensuring you/ your team and site 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 in operational areas throughout the working day.

- 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, and 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, ensure 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 supervisory cover across all site operations, 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 third 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, and 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. [illegible] Staff Handbook and the post holder's terms & particulars of emplo[illegible]

Role specific responsibilities

- Maintaining excellent knowledge of material grades/ quality, receiving/ inspection procedures, handling/ storage requirements, production processes, and administrative processes to enable effective supervision and line management of operations, as directed by the Site Manager/ or their deputy on a day-to-day basis.
- Correctly prioritising the maintenance and repair of plant/ equipment either personally or through the direction and supervision of others. Liaising with colleagues within the Maintenance Team to release plant/ equipment from use to ensure adequate reactive and preventative maintenance can be performed, with minimum disruption to site operations.
- Ensuring you and your Team follow the Group Permit to Work and Contractor Management procedures in full and provide adequate supervision to the process as per requirements.
- Ensuring timely completion of the required Preventative Maintenance Checks (TPMs) by you/ your Team, verifying completion to the required standards, and ensuring the Group Computerised Maintenance Management System (CMMS) is updated to reflect completion.
- Ensuring timely completion of the required operational HSEQ checks by you/ you Team, including but not limited to daily production sheets, weekly safety inspections and weekly environmental inspections. Verifying completion to the required standards, ensure records are maintained and systems updated as per procedural requirements.
- 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 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 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 any office-based activities.
- **Composed**: The ability to remain calm when managing abnormal or emergency situations.

KEY COMPETENCIES

- Have extensive knowledge of the site's plant and machinery (or equivalent) used to fulfill operational requirements, including but not limited to material handlers, wheel loaders, Shear, Fork Lift Trucks and Mobile Elevated Work Platforms.
- 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, managing multiple tasks, prioritising work 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 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 (eg. 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 license.

DESIRABLE SKILLS:

- WAMITAB certification in a range of relevant modular elements or equivalent environmental competency qualification.
- First Aid qualification.
- Experience of working in the metal recycling sector.
- Management or supervisory qualification.

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 2026.

NO AGENCIES PLEASE.