JOHN LEWIS PARTNERSHIP | JOHN LEWIS | WAITROSE

ENVIRONMENTAL WEEE SPECIALIST, JOHN LEWIS DISTRIBUTION

Core information

Location: Hybrid working with regular travel across the CDH network	**Line of Business:** John Lewis
Reports to: Regional Manager CDHs	
People Management: No **Assignment Management:** Yes	
Partnership Level: Partnership level 6	**Manager's Partnership level:** Partnership level 5
Number of direct reports: None	**Partnership level(s) of direct reports:** None

About the John Lewis Partnership

The Partnership is the UK's largest employee-owned business and home to our two well-loved retail brands - John Lewis & Partners and Waitrose & Partners, as well as expanding into new areas beyond retail.

We aren't an ordinary business though. The Partnership is different because everyone who works here isn't just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we're successful.

Everything we do is powered by our unique purpose: **Working in Partnership for a happier world.** Our Purpose inspires our principles, drives our decisions and acts as our guide, so that everything we do contributes to Happier People, Happier Business and a Happier World.

Critical purpose of the role

This is an assurance and governance role. The role is accountable for the John Lewis distribution network being legally compliant for EEE and WEEE, and being able to prove it.

You audit WEEE waste operations and set the standard and work with the PCS to maintain compliance. You are the subject matter expert on WEEE regulation, producer product data and the permits that sit under both.

A vital component of the role is ensuring that every quarterly submission to the Environment Agency is accurate, timely, and audit-ready, effectively turning regulatory obligations into tangible revenue. You set the compliance standard for closing the loop on materials such as plastics.

The role works closely with the Distribution Contracts Manager (2 Person Customer Delivery), central Environment & Sustainability (E&S) team and Operational Waste Management within the John Lewis Partnership to ensure alignment with group-wide sustainability strategy, reporting standards, and partner engagement initiatives.

Primary Outcomes & Accountabilities	Measures of success
WEEE compliance and regulatory reporting	
- Own the end-to-end WEEE compliance process across the CDH network under the WEEE Regulations 2013 (as amended).	- 100% on-time, accurate quarterly submissions to the Environment Agency with zero compliance findings. Contribution of accurate, timely waste and recycling data.
- Produce and check and submit the EEE placed on market quarterly returns on time, with a full audit trail and supporting evidence. Working with product set up teams to ensure accuracy of data. Analyse and interpret changes to POM to the PCS.	- EEE product data accuracy against agreed thresholds, verified by reconciliation.
- Monitor legislative and regulatory changes affecting WEEE, packaging, and waste obligations, translating these into operational guidance for CDH teams.	- CDH audit scores consistently meeting or exceeding the Partnership's environmental standards. - Positive stakeholder feedback from CDH site teams, E&S colleagues, and Central Services on the quality and timeliness of environmental support.
- Hold and renew environmental permits, exemptions, waste carrier registrations and Producer Compliance Scheme membership. Ensuring all changing national and regional waste regulations are consistently monitored, evaluated, and fully met across all operational activities. Keeping storage within permitted and exemption limits, and defining the controls that prevent a breach. - Maintain the Partnership's waste carrier licences, exemptions, and Producer Compliance Scheme membership, ensuring all registrations remain current.	- Regulatory changes identified and actioned ahead of their effective dates. - No permit, exemption or storage limit breaches across the network.
- Assure that waste transfer notes and hazardous waste consignment notes are raised, retained and reconciled, and that POPs waste is handled and stored separately.	- Every recycled content claim backed by chain of custody evidence.
- Calculate self-managed waste for the E&S team, defining the method and cadence so the figure can be relied on.	- Ensuring compliance with GDPR for EEE and WEEE.
- Act as the primary point of contact for Environment Agency inspections, audits, and information requests relating to CDH operations.	
EEE product data compliance	
• Own the accuracy and completeness of the EEE product data used for producer registration and reporting, for example EEE category, weight and battery content. • Agree the data standard with product and buying teams, and check that the data flowing into returns reconciles to source.	

• Track product related legislation for EEE and batteries, and translate changes into clear actions for the business. partnerships. **Circular economy compliance** • Set the compliance standard for closed-loop recycling, for example recovered plastics from WEEE returned into products or packaging: chain of custody, waste-to-product status, and evidence that a recycled content claim can be substantiated. • Check that treatment and reprocessing partners hold the permits and approvals needed to handle the material they receive. • Advise the Senior WEEE Manager on the compliance conditions that must sit in any recycler, reprocessor or carrier contract. Commercial terms remain with the Senior WEEE Manager. • Provide accurate recycling and recovery data for group sustainability reporting. **Assurance and technical advice** • Run an independent audit programme across the CDH network and treatment partners, and escalate non-conformances. The Sustainable Operations Manager closes site-level corrective actions. • Set the content of WEEE handling, duty of care and storage and transport training. The Sustainable Operations Manager delivers it. • Be the technically competent person for the purposes or permitting. • Scan for legislation that will change obligations, early enough to act, and name the real changes in view rather than "emerging legislation". • Build working relationships within the recycling industry, Environment Agency, the central Environment & Sustainability team and the Property team.	

Essential Skills & Qualifications:

- Membership of the Chartered Institution of Wastes Management (MIWM) WAMITAB Qualification.
- Proven experience managing WEEE compliance obligations in a retail, distribution or logistics environment, including preparing and submitting quarterly returns.
- Strong working knowledge of the WEEE Regulations 2013, Environmental Permitting Regulations, Hazardous Waste Regulations and duty of care requirements.
- Experience handling Environment Agency inspections, audits and compliance queries.
- Experience running environmental audits and corrective action programmes across a multi site operation.
- Experience with Producer Compliance Schemes and extended producer responsibility frameworks.
- Ability to work with large product or supplier datasets and test them for accuracy.
- Willingness to travel across the network.

Desirable Skills & Qualifications:

- Demonstrable experience of closed loop or recycled content schemes.
- Familiarity with carbon reporting (SECR, GHG Protocol) and how waste data feeds into it.



- Experience working within a Partnership or co-operative business model.

Version	Created/updated by	Date
1.0	Emma Mountague-Arrow Dave Kelly	11/05/2026
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