

SOBRA SUBGROUP – EARLY CAREERS

TERMS OF REFERENCE (MARCH 2021)

Membership

| | |
|--|----------------------------------|
| Aliyssa Glen (SoBRA Committee Sponsor) | (WSP) |
| Aliyssa Glen (Lead) | (WSP) |
| Hebah Abdel-Hady (Secretary) | (Arcadis) |
| Kirsty Summers (Under-Secretary) | (RSK) |
| Punit Patel | (HDHV UK Ltd) |
| Dhuliany Littig | (-) |
| Josh Simmonds | (Mott MacDonald's) |
| William Hughes | (GESL) |
| Nic Kirkham | (RSK Raw) |
| Matthew Mayes | (Go Contaminated Land Solutions) |
| Alec Ovens | (Ground & Water Limited) |
| Ashley Gillan | (WSP) |
| Conor Billam | (AECOM) |

Note: Membership of the subgroup will be under regular review, with places allocated to those who actively contribute, i.e. fulfil their work remit in the timescales agreed with the subgroup Lead, in liaison with SoBRA's Executive Committee.

The SoBRA Executive Committee, in liaison with the subgroup Lead, reserve the right to remove Members of the subgroup.

Only members of the subgroup who have actively contributed will be credited within any publications.

Privacy Statement

At SoBRA, we are committed to protecting and respecting privacy. SoBRA retains a Privacy policy that can be found at <https://sobra.org.uk/about-us/>. As members of this subgroup you are agreeing to the terms of this Privacy policy in full. Throughout this project subgroup members are also agreeing to share their email and contact details with the other members of this group. Personal data should not however be disclosed to unauthorised people, either within SoBRA or externally without approval

General Aims

The purpose of the Early Career SubGroup will be:

- To provide and host training events specifically for early career professionals within the contaminated land industry;
- To support technical excellence in the assessment, estimation & evaluation of risks;
- To encourage best practice by raising awareness of key guidance documents/publications within the wider early careers network;
- To raise awareness of SoBRA with early career professionals and provide networking opportunities;
- To mentor and support one another.

The above are considered to align with the SoBRA core objectives:

- To encourage “good practice” in the practical applications of risk assessment to support decisions regarding the appropriate management of land contamination.
- To facilitate and widen access to the dissemination of knowledge regarding land contamination risk assessment.

Resource Expectations

All Members are anticipated to attend a minimum of 6 calls per year. Resource expectations will vary by individual and with delivery expectations. It is anticipated that 2-3 hours on average per month should suffice.

Proposed methods of working

1. Initial telecom to discuss expectations and confirm what we are trying to achieve/deliver
2. Assign tasks
3. Follow up telecons as required

Details of the Initiative

A new Early Career subgroup was requested by our members for 2021. Aliyssa Glen has agreed to take its leadership and act as the group’s Sponsor on behalf of the SoBRA Executive committee. *The group’s aim will be to provide training and networking opportunities to early careers professionals within the contaminated land industry.*

Suggested Deliverables

The first meeting of the sub-group was held (online) on 29 March 2021. The following outputs and timescales have been suggested for 2021, with a view to adding additional in-person events as and when easing of covid restrictions make this possible.

0: In progress, 1: On Target, 2: Progress made but behind target, 3 No progress

| Action | Owner | Key Measures | Priority | Target Date | Current Status |
|--|---------|--|----------|---------------|----------------|
| 1 face to Face meeting per year | Aliyssa | A record of minutes and resulting actions to be added to this sheet. | Low | December 2021 | 3 |
| Min. 6 Skype calls per year to discuss issues and progress | Aliyssa | Monthly calls initially then moving to lower frequency as needed. Initial call | High | April 2021 | 1 |
| Webinar series to be circulated to early career SoBRA members covering the 'top tips' guidance | All | <p>Authors of original top tips documents to be approached by end of April to ask if they will present on these top tips as part of our webinar series (to run between July-December).</p> <p>Human Health Water Gas Vapours NAPL Accreditation</p> <p>Speakers to be lined up/agreed by end of May.</p> <p>Hosting platform to be decided end of May and arranged by end of June..</p> <p>Presentation drafts to be provided by speakers by end of June.</p> <p>First webinar to be hosted July 2021. Final date TBC.</p> | High | July 2021 | 3 |

Anticipated Timescales and Outputs

1. Webinars – series of 6 monthly webinars to run in 2021 from July to December:
 - a. Human health – date TBC. July.
 - b. Controlled waters – date TBC. August.
 - c. Ground gases – date TBC. September.
 - d. Vapours – date TBC. October.
 - e. NAPL – date TBC. November.
 - f. Accreditation – date TBC. December.

Note: The subgroup will aim to deliver a minimum of one conference or workshop event per year to be agreed annually with SoBRA's Executive Committee. Failure to deliver objectives may lead to the disbanding of the subgroup and reallocation of resources towards another group where delivery is more achievable.

Liaison with Executive Committee

1. Following the first meeting/call this document is to be submitted to the Exec Committee for approval.

Liaison with Other Groups

1. Liaison with other groups e.g. RemSoc, CL:AIRE to be explored for future event/workshop. To be discussed and agreed in later meetings.

Data Storage

The subgroup is to maintain its own secure repository for the sharing of data (e.g. a Dropbox account). The Sponsor will annually transfer its contents to the SoBRA Dropbox that acts as a central repository of all Society-related efforts and communications.

By reminder, everyone who works for or volunteers with SoBRA has some responsibility for ensuring personal data is collected, stored and handled appropriately. Each member that handles personal data must ensure that it is handled and processed in line with this policy and data protection principles. When data is stored electronically, it must be protected from unauthorised access, accidental deletion and malicious hacking attempts as per the requirements of our privacy policy.