

SOBRA SUBGROUP – EARLY CAREERS

TERMS OF REFERENCE (2024-2025)

Membership

Kate Baker (SoBRA Committee Sponsor)	(Antea Group UK)
Kirsty Tolley (Lead)	(RSK)
Aliyssa Glen (Lead)	(WSP)
Dhuliany Littig (Secretary)	(Systra)
Tom Ambler	(Antea Group UK)
Oliver Bevan	(Arup)
Jon Boden	(Mott Macdonald)
Georgia Calvert	(e3p)
Stephanie Cox	(e3p)
Billie Jones	(Arcadis)
Natasha Kearn	(Ground and Water)
Emily Murray	(Wardell Armstrong)
Ovens, Alec	(Wardell Armstrong)
Punit Patel	(Royal Haskoning DHV)
Rukayat Sanusi	
Anna Smaje	(GB Card and Partners)
Ashley Wheeler	(West Norfolk County Council)

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:

- To provide and host training events specifically for early career professionals within the contaminated land industry;
- To support technical excellence in the assessment, estimation and 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; and
- 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 4 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.

Details of the Initiative

A new Early Career subgroup was requested by our members for 2021. Aliyssa Glen and Kirsty Tolley have agreed to jointly take its leadership. The group will be sponsored by Kate Baker 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 subgroup was held (online) on 29 March 2021. Subsequently the subgroup has continued to meet on a suitable frequency ranging from monthly to quarterly, as decided by the group based upon the current deliverables.

The following outputs and timescales have been suggested for 2024 and 2025 (at which point the terms of reference will be reviewed).

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

Action	Owner	Key Measures	Priority	Target Date	Current Status
Min. 4 Teams calls per year to discuss issues and progress	Aliyssa Glen / Kirsty Tolley	<p>Quarterly Teams calls to be held as a minimum, with additional calls arranged on an as needed basis.</p> <p>A record of minutes and actions to be added to the groups OneNote notebook.</p> <p>Dates for calls to be agreed early and added to diaries for the year.</p> <p>Responsibility for chairing the meeting/taking minutes etc to be shared amongst the group on a rotating basis.</p>	High	-	0
Webinar series	All members	<p>Continuation of the webinar series hosted in 2021-2023.</p> <p>Aim to host a minimum of 4 webinars per year.</p> <p>Webinars will focus on common areas of risk assessment early careers professionals would like further guidance on, emerging risk assessment guidance and interesting case studies where risk assessment has been applied.</p>	High	-	0
Workshop event	All members	<p>The group aims to develop and deliver an in person workshop event for early careers professionals to provide a networking and knowledge share opportunity.</p> <p>The workshop will focussed on CSM development, effective site investigation/data collection for risk assessment, and GQRA.</p>	High	June 2025	0
'Top Tips' publication: Common risk assessment acronyms	All members	The group aims to develop a list of common acronyms utilised in risk assessment and their meaning, as a reference documents for early careers professionals.	Low	December 2025	0
Review and update terms of reference	Aliyssa Glen / Kirsty Tolley	The terms of reference will be reviewed upon completion of the current deliverables.	Low	January 2026	3

Proposed Method(s) of Working:

- Minimum of quarterly Teams meetings to be held, with the expectation that all members attend.
- Each meeting will be assigned a separate Meeting Chair and Secretary on a rotating basis. Both will be responsible for arranging the date of the meeting. The Meeting Chair will lead discussions and the Meeting Secretary will take minutes/record actions.
- Where additional meetings are required to progress project deliverables, this will be discussed and agreed within the quarterly meetings.
- The meeting Chair and subgroup Leads will follow up on meetings/actions as required.

Anticipated Timescales and Outputs

1. 2024 Webinar series – dates TBC, current topics include:
 - a. NAPL
 - b. PFAS toxicology
 - c. Site investigation under Part 2A.
 - d. Risk assessment case studies
2. 2025 Webinar series – dates TBC, current topics include:
 - a. Available industry GAC
 - b. Statistics
 - c. Controlled waters GQRA and MBAT
 - d. Mine gas case study
 - e. CSM development
3. Workshop – Spring/summer 2025 (date TBC with Executive Committee). Development of workshop to commence 12 months beforehand. Arrangements for workshop to commence 6 months before workshop.
4. 'Top Tips' publication, acronyms in risk assessment – December 2025, final draft to be presented to Executive Committee for review prior to publication.

Note: The subgroup will aim to deliver a minimum of four webinars per year (generally between March and November), 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 in 2024 this document is to be submitted to the Executive Committee for approval.
2. The subgroup Leads will liaise with their appointed Executive Committee sponsor to provide progress updates, and before agreeing any webinar topics/speakers or workshop content/hosts. This will be regularly two weeks before each Executive Committee meeting, and on an ad hoc basis where required.

Liaison with other groups

1. Liaison with other groups e.g. RemSoc, CL:AIRE, IES, GeolSoc contaminated land group to be explored for future webinar/workshop opportunities. 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 the SoBRA Privacy 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.