



<b>JOB TITLE</b>	LEQ Surveyor
<b>REPORTS TO</b>	Litter and Place Services Manager
<b>DEPARTMENT</b>	Litter & Place Services
<b>CONTRACT</b>	Full time hours approx. 37.5 hours per week, Monday-Friday. Casual contract from 11 November 2019 to 20 December 2019 (with possible extension)
<b>HOURS</b>	Typically working approximately eight hour shifts (including a 30 minute unpaid break) between the hours of 9am and 5pm
<b>SALARY</b>	£10.00 per hour
<b>LOCATION</b>	Various locations within England

### **Overview**

Keep Britain Tidy requires a local environmental quality (LEQ) Surveyor to work on Local Environmental Surveys for this fixed term period.

Following completion of the survey, there may be a period of data analysis and reporting required. This involves compiling written reports using the Microsoft Office suite and data and charts generated from Keep Britain Tidy's Litter App system.

You will be entitled to claim travel expenses, which will be effective from the nearest Main Line station closest to your home address from which all expenses will be payable and working time will start from. The Surveyor shall cover the cost of travel to and from the nominated location.

For the survey work, the Surveyor will be able to claim for expenses incurred on survey, i.e. travel and subsistence, in accordance with Keep Britain Tidy's LEQ Survey and Expenses Policy.

### **Other**

If commuting distance was deemed to be detrimental to the quality of work, e.g. if it is in excess of one hour each way, it may be possible for the Surveyor to stay in a hotel for the duration of each survey, as per the LEQ Surveyor Expenses Policy.

### **Surveyor requirements**

Must be physically able to walk from street to street for up to seven hours per day over the contract period of the survey. Surveying will continue in wet and windy conditions but could be suspended if the weather becomes particularly adverse. It is essential that the successful candidate has a full, clean driving licence for the requirements of the role.

## **Purpose of the job**

To be part of a team of surveyors undertaking local environmental quality surveys in England, for defined client projects.

## **Principal accountabilities**

1. To conduct Local Environmental Quality Surveys and submit quality-assured data.
2. To provide general observations, photographs and feedback from the surveys and assist in report production.
3. Working in a time and cost efficient manner to ensure surveys are carried out within the set budget. Efficient working will be supported by the wider team.
4. To undertake any other reasonable duties as required by your line manager

## **Budget responsibility and decision making**

None

## **Supervision of employees – complexity of ‘leadership’, number of direct reports, reporting level**

No direct reports.

Line managed by the Lead LEQ Surveyor on a day to day basis.

## **Contact with others – level of customer contact internal/external**

- This survey work will be conducted in various locations across England, as part of a team of two. You will be together throughout the survey to discuss findings and quality assurance.
- Day-to-day direction will be provided by the lead surveyor on each project.
- There should be no or negligible contact with the client or the public as part of the surveying role, although greater contact with the client may occur during the reporting period.

## **Major challenges of the job**

- Completing surveys on time, in as efficient a manner as possible.
- Ensuring that survey processes are followed so as to provide accurate, consistent and repeatable survey outputs.
- Always making sure Keep Britain Tidy’s Health and Safety procedures are adhered to.

*Full training in Keep Britain Tidy’s survey protocols, as well as the equipment required to undertake this role, will be provided if the successful applicant has not already completed this training with Keep Britain Tidy.*

## Person specification

Experience, Knowledge and Skills	Essential	Desirable	Method of Assessment
The ability to map read and navigate using Ordnance Survey and/or A to Z maps.	✓		Application and interview
Strong verbal and written communication skills.	✓		Application and interview
The ability to work constructively in a team.	✓		Application and interview
Proficiency in the use of the Microsoft Office suite.	✓		Application and interview
A good level of physical fitness – enough to feel comfortable spending up to seven hours a day walking.	✓		Application and interview
Excellent organisational skills, accurate record-keeping and a methodical approach.	✓		Application and interview
A genuine commitment to the principles and goals of Keep Britain Tidy.	✓		Application and interview
Ability to use mapping software		✓	Application and interview
Full, clean driving licence	✓		Application
Right to Work in the UK	✓		Application
<b>Other requirements</b>			
The willingness to undertake national travel, with overnight stays throughout the project.	✓		Application and Interview

Date: October 2019