



JOB TITLE	Contamination Officer x 4
REPORTS TO	Project Manager
DEPARTMENT	Waste Insights
CONTRACT	Casual contract for an initial 12 weeks, with extension (see below)
HOURS	Monday - Friday: core working hours from 7 am – 3 pm with a 30 minute unpaid lunch break (up to 7.5 hours per day).
SALARY	£10.55 per hour For each fully completed cycle of 6 weeks (see below), an incentive of £10.55 per day worked
LOCATION	Across the London Boroughs of Brent, Greenwich, Haringey and Lewisham

1. Purpose of the Role

Resource London is working with Keep Britain Tidy and the London Boroughs of Brent, Greenwich, Haringey and Lewisham on an exciting new project to pilot the use of a dedicated team of Contamination Officers. This team will help London Boroughs tackle contamination of recycling bins and improve the quality of materials collected for recycling.

The Contamination Offices work will consist of 4 cycles of activity across the four London Boroughs:

- Cycle 1 - Borough 1 and 2: 16 Sep – 25 Oct 2019 (6 weeks)
- Cycle 2 - Borough 3 and 4: 4 Nov – 13 Dec 2019 (6 weeks)
- Cycle 3 - Borough 1 and 2: 20 Jan – 28 Feb 2020 (6 weeks)
- Cycle 4 - Borough 3 and 4: 9 Mar – 17 April 2020 (6 weeks)

Initially, we are looking to recruit four Contamination Officers to fulfill cycle 1 and 2, with possible extension to continue work on cycle 3 and 4.

2. Principle Accountabilities

The Contamination Officers will work in two teams of two, one team in each borough per cycle. The work consists of three main activities: contamination monitoring, targeted resident engagement and for some boroughs sending feedback letters to residents.

Responsibilities for each activity include:

- Contamination monitoring – main activity:
 - Meet at a pre-arranged location to ensure prompt start at 7 am each day

- Undertake a visual assessment of recycling bags/bins put out for collection and tag or sticker any contaminated bags/bins for attention of the collection crew
- Record contamination details on a handheld device (provided) accurately and diligently
- Meet daily targets for the number of properties monitored
- Work alongside the collection crew to ensure that all properties on the collection round are monitored
- Targeted resident engagement
 - Compile and interpret monitoring activity data
 - Visit households to address contamination issues they might experience face-to-face
 - Record visit information onto a handheld device (provided)
 - Meet daily targets for the number of properties visited and residents spoken to
- Sending feedback letters to residents (not all boroughs)
 - Compile and interpret monitoring activity data
 - Compile bespoke, ready-to-send letters to contaminating households using MS Office templates following monitoring activity

3. Person Specification

Experience, Knowledge and Skills	Essential	Desirable	Method of Assessment
Ability to work in the UK with immediate effect	✓		
Excellent interpersonal and communication skills with ability to understand and follow instructions given in English.	✓		
Ability to foresee, diffuse and avoid conflict.	✓		
Ability to work well as part of a team to meet performance targets	✓		
Ability to work largely unsupervised	✓		
Meticulous and methodical approach to data collection	✓		
Ability to use a tablet provided to record data using data collection software and submit records on a daily basis	✓		
Good basic working knowledge of MS Office software (particularly Excel and Word)	✓		
Physical ability to walk long distances and willingness to work outdoors in all weather	✓		
Ability and willingness to start work as early as 7 am	✓		
Ability and willingness to travel throughout the London Boroughs of Brent, Greenwich, Haringey and Lewisham	✓		

Interest in the environment/waste and recycling sector and a genuine commitment to the principles and goals of Keep Britain Tidy	✓		
Meticulous approach to data analysis		✓	
Ability to communicate in languages other than English which are commonly spoken across London		✓	

4. Important additional information

Hours of working can vary from as early as 6am to as late as 5pm, depending on the borough Contamination Officers are working in and the workload. Flexibility might be required, with an average of 7.5 hours per day/37.5 hours per week performed.

Every completed cycle of 6 weeks will be rewarded with an incentive of £10.55 for each day worked. This incentive is at the discretion of the Project Manager.

At the end of each cycle, an additional week has been provisioned to complete any outstanding hours of work if required.

Places of work will be across the London Boroughs of Brent, Greenwich, Haringey and Lewisham, monitoring targeted recycling collection rounds and carrying out household visits, with follow-up administrative work at their offices.

These positions will provide excellent experience for those looking for a career in the environmental sector, especially the waste and recycling industry, and are paid at the London Living Wage or above. Further employment may be available at the end of this contract.

Full training will be provided.

Deadline for applications: **Wednesday 28 August at 9 am.**

Interviews will be held on **Tuesday 3 September** at London Waste and Recycling Board (LWARB), 69 Wilson Street, London, EC2A 2BB.

Start date: **Tuesday 10 September**, commencing with a training day at London Waste and Recycling Board (LWARB), 69 Wilson Street, London, EC2A 2BB, followed by another training day on either 11 or 12 September.

Anticipated end date (after cycle 2): **Friday 13 December 2019**

5. Application instructions

Deadline for applications: **Wednesday 28 August at 9 am.**

To apply please download and complete an [Equal Opportunities Monitoring Form](#) and submit this together with your CV and cover letter to: kbtrecruitment@keepbritaintidy.org

To be considered, your cover letter should at least include the following:

- The role you are applying for: Contamination Officer.

- Highlight your relevant knowledge, skills and experience for this role. Please consult section 3 above.
- Your availability for training days.

No agencies please.

Should you have any questions, please contact:

Gust Michiels, Senior Project Manager

Keep Britain Tidy, Tintagel House, 92 Albert Embankment, London SE1 7TY.

Tel: 020 8076 9255

Email: gust.michiels@keepbritaintidy.org

Please note:

- Applicants will be required to travel between home and any interviews at their own expense.
- Applications will not be considered unless you submit both a covering letter and your CV as specified in the application instructions.

Keep Britain Tidy is an independent charity which works to eliminate litter, improve local places and end waste. With respect to ending waste, between 2015 and 2020 we aim to increase understanding and change behaviours to reduce waste and improve the quantity and quality of municipal recycling levels in England. Keep Britain Tidy delivers community engagement campaigns, monitoring & evaluation services and training for public and private sector clients working to reduce waste and increase recycling. Keep Britain Tidy is a Living Wage Employer.

DATE: 07/08/2019