

Job description: London Plastics Research Intern

Title of post:	Research assistant (intern)
Reporting to:	Local authority support manager
Direct reports:	None
Key contacts:	GLA; the London Councils; local, regional, national and international NGOs; and plastics activist groups (including EMF, C40s, Surfers Against Swage, Friends of the Earth, etc) Contractors, agencies appointed to support research.
Period:	4 months (from September 2020, start date to be agreed)
Hours:	Full time (37 hours per week)
Location:	The post will be based at the LWARB's Offices at 69 Wilson Street, London EC2A 2BB, dependant on COVID-19 restrictions, with homeworking encouraged. Travel to events and meetings across London may be required
Job Grade & Salary:	Grade 1 Salary £21,353 Pro rata
Annual leave:	30 days per year, Pro rata, plus bank holidays
Pension:	Employer contribution up to 4% to match employee contribution

Main purpose of job

To work with the Local Authority Support Manager and the wider LWARB team to help deliver LWARB's research project on activity to reduce the impact of single-use plastics in the capital.

Key tasks and responsibilities

1. To assist, under the guidance of the Local Authority Support Manager and the Head of Programme (Local Authority Support), in the delivery of LWARB's plastic research project. This will include
 - Researching and mapping what activities were in place in the capital pre-lock down that were helping to reduce the impact of single-use plastics.
 - Interviewing organisations that were active in this space.
 - Researching global initiatives being undertaken in other cities.
 - Researching the impact of COVID-19 on such activities and continued impact on the ability to reuse or reduce single-use plastics.

2. To present findings and assist the Local Authority Support Manager with producing a publishable report.

3. To assist with running a workshop to present findings to key stakeholders.
 - This will involve helping to organise and facilitate the workshop and take notes.
 - During the workshop, the key findings will be presented, discussed and used to establish what measures LWARB should take to support London to transition to a low carbon circular city. The findings will feed into an internal recommendations report.

4. To undertake such other duties, as may be reasonably required and which are consistent with the general level of responsibility of this job.

Specific education or training requirements

No specific educational or training qualifications are required for this position.

Knowledge, skills and experience

	Essential	Desirable
1. A 'can do' attitude and enthusiasm for working in the fields of circular economy, resources and waste management or sustainability	X	
2. Excellent literacy, numeracy and communication skills.	X	
3. Experience of using IT systems including MS Outlook, word-processing, spread sheets and databases.	X	



4. Experience of conducting research, including collecting and analysing data, and presenting findings concisely and with impact	X	
5. Excellent time management and organisational skills	X	
6. Excellent project management capability		X
7. Relevant studies and engagement in the topics of sustainability, circular economy, environmental management and/or citizen engagement		X
8. An understanding of equality of opportunity, valuing diversity and the ability to translate this into action.	X	

Competencies

Competency	Description
Making effective decisions	Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. It is about reaching evidence-based conclusions, evaluating options, impacts, risks and solutions and creating a secure culture around the handling of information.
Leading and communicating	At all levels, effectiveness in this area is about showing our pride and passion for public service and the environment, communicating purpose and direction with clarity, integrity, and enthusiasm. It's about championing equality and diversity, and supporting principles of fairness of opportunity for all.
Collaborating and partnering	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside LWARB, whilst having the confidence to challenge assumptions.
Managing a quality service	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse stakeholder needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.
Delivering at Pace	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.