

MANAGER – PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Educated to Degree level in an appropriate subject or demonstrable experience to an equivalent level.	Post-graduate qualification in an appropriate subject
PROFESSIONAL ACCREDITATION	Membership of an appropriate accredited professional body, commensurate with the level of responsibility	
DRIVING	Full, clean, UK (Category B) driving licence or equivalent.	
KNOWLEDGE & EXPERIENCE	<p>Management experience working within an applicable professional, commercial environment.</p> <p>Experience of managing and directing site and/or office based staff in the implementation of appropriate projects.</p> <p>Specialist knowledge appropriate to the role for which the manager is employed.</p> <p>Understanding and experience of professional standards and relevant legislation for archaeological practice.</p> <p>Knowledge of techniques and modes of archaeological investigations or those pertinent to a specialist role (e.g. geophysics), including research, and their limitations.</p> <p>Understanding and experience of methods of archaeological investigation, recording systems and research and their limitations.</p> <p>Evidence of producing appropriate deliverables to the required standard.</p> <p>An ability to interpret and make value judgements on the importance and significance of complex data.</p> <p>Experience of liaising with Heritage professionals, an understanding of the planning process and the curatorial role.</p> <p>Knowledge and experience of safe working practices, legislation and regulations, and their practical implementation.</p>	<p>Advanced or specialist theoretical, practical or procedural knowledge in one or more areas of archaeology or a related subject area.</p> <p>Experience in development of and contributing to internal policies, procedures and guidance documents.</p>
ATTRIBUTES	<p>Proven ability to work independently or lead and work as part of a team.</p> <p>Ability to manage all aspects of projects including</p>	

Version: 1

Revision: 0

Review date: 20/03/16

Updated:

Issued: 19/03/15

ESSENTIAL	DESIRABLE	
<p>experience of tender preparation, financial and resource management.</p> <p>Have a professional approach to work, colleagues, other professionals and clients.</p> <p>A commercial outlook and approach to work.</p>		
<p>PLANNING & ORGANISING</p>	<p>Accurate assessment of project requirements including costs, personnel and resources.</p> <p>Ability to manage projects, and work within time and budget constraints.</p> <p>To have a methodical and systematic approach to work, setting priorities and deadlines where appropriate.</p> <p>Ability to work under pressure, to be accurate and pay attention to guidelines and policies.</p>	
<p>ANALYSIS & PROBLEM SOLVING</p>	<p>Proven ability to analyse and problem solve, and make appropriate value judgements.</p> <p>Ability to provide high quality, commercial and professional advice, leading to profitable outcomes.</p>	
<p>COMMUNICATION SKILLS</p>	<p>Ability to review, assess and edit data to ensure accurate and coherent deliverables, reflecting company standards.</p> <p>Proven ability to communicate effectively with a range of internal and external audiences including clients, colleagues and fellow professionals.</p> <p>Provide guidance and feedback to peers and project staff, to assist in ensuring their continuous professional development</p> <p>Consulting and liaising with appropriate specialists as required.</p>	<p>Verbal presentation to a variety of audiences with mixed experience</p>
<p>LEADERSHIP</p>	<p>Proven ability to mentor and lead teams and individuals.</p> <p>Ability to accomplish company objectives in an efficient, clear and coherent manner.</p>	
<p>PERSONAL REQUIREMENTS</p>	<p>Committed, hardworking, professional, pro-active, self-reliant and decisive.</p> <p>Must be flexible; may be required to stay away from home</p>	

Version: 1

Revision: 0

Review date: 20/03/16

Updated:

Issued: 19/03/15

ESSENTIAL

DESIRABLE

on company business.

To be responsible for the maintenance of own continuous professional development.

Version: 1

Revision: 0

Review date: 20/03/16

Updated:

Issued: 19/03/15