

ARCHAEOLOGICAL OFFICER – PERSON SPECIFICATION

ENVIRONMENTAL, FIELDWORK (C&M AND TERRESTRIAL), FINDS, SPECIALISTS, HERITAGE CONSULTANCY, GEOMATICS & ARCHIVES

PERSONAL QUALITIES

- Ability to work independently and as part of a team, both as leader and supporter;
- Ability to communicate with and direct staff;
- A professional approach to work, showing respect and understanding of the roles of colleagues, clients and other professionals;
- Analytical and creative, with problem solving and interpretative skills.
- Confident and accountable in decision making;
- Hardworking and committed to ensuring work under your direction is undertaken correctly and to a high quality.
- Flexibility to stay away from home on some projects;
- Responsibility for the maintenance of your own continuous professional development.

QUALIFICATIONS

Essential

- Education to Degree level in an appropriate subject or demonstrable experience to an equivalent level.

Desirable

- Post-graduate qualification in an appropriate subject

PROFESSIONAL ACCREDITATION

Desirable

- Membership of an appropriate accredited professional body, commensurate with the level of responsibility **grade?**

KNOWLEDGE AND EXPERIENCE

Essential

- Specialist theoretical, practical or procedural knowledge in one or more areas of archaeology or a related subject area (Built Heritage, Fieldwork, Finds, Geophysics and Heritage Consultancy).
- Knowledge and experience of methods of archaeological investigation under a wide range of conditions, and system of recording, and an appreciation of their limitations
- Knowledge and experience of methods of assessment, analysis and reporting.
- Experience of archaeological research, and broad and/or specialist knowledge of archaeological periods, theory and practice.

- Ability to interpret and make value judgements on the importance and significance of archaeological data.
- Experience of directing site and/or office-based staff in the implementation of archaeological projects.
- Ability to make, and be accountable for, appropriate decisions both on the implementation of the archaeological strategy, and in the day to day running of projects,
- Ability to communicate confidently and appropriately with colleagues, clients, curators and other professionals;
- Evidence of producing appropriate deliverables to the required standard, including the ability to write clearly and contribute to archaeological reports;
- An understanding and experience of professional standards for archaeological practice.
- Knowledge, experience and understanding of safe working practices, legislation and regulations and their practical implementation.
- Experience of working in a professional, commercial archaeological environment.

Desirable

- Working knowledge of current frameworks for the management of commercial archaeology.
- Experience of using ArcGIS and AutoCAD software, digital and film SLR cameras

DRIVING

Essential

- Full, clean, UK (Category B) driving licence or equivalent.

Desirable

- Experience of driving vans, minibuses (category D1) and 4x4 vehicles.