

## **SENIOR ARCHAEOLOGICAL OFFICER – PERSON SPECIFICATION**

*FIELDWORK (C&M AND TERRESTRIAL), BUILT HERITAGE & HERITAGE CONSULTANCY*

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	Educated to Degree level in an appropriate subject or demonstrable experience to an equivalent level.	Post-graduate qualification in an appropriate subject.
<b>PROFESSIONAL ACCREDITATION</b>		Membership of an appropriate accredited professional body, commensurate with the level of responsibility.
<b>DRIVING</b>	Full, clean, UK (Category B) driving licence or equivalent.	Experience of driving vans, minibuses (category D1) and 4x4 vehicles.
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<p>Experience of working in a professional, commercial archaeological environment and knowledge of the current frameworks for the management of commercial archaeology.</p> <p>Experience of directing and mentoring staff.</p> <p>Theoretical knowledge and practical experience in one or more archaeological specialism or a related subject area (Coastal &amp; Marine, Built Heritage, Terrestrial Fieldwork and Heritage Consultancy).</p> <p>Good working knowledge and experience of using ArcGIS and/or AutoCAD software.</p> <p>Good working knowledge and experience of using digital and film SLR cameras.</p> <p>Broad and/or specialist knowledge of archaeological periods, theory and practice.</p> <p>An understanding and experience of professional standards for archaeological practice.</p> <p>Ability to interpret and make value judgements on the importance and significance of archaeological data.</p> <p>Knowledge and experience of methods of archaeological investigation, recording systems and research and their limitations.</p>	

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	ESSENTIAL	DESIRABLE
	<p>Evidence of producing appropriate deliverables to the required standard.</p> <p>Knowledge and experience of safe working practices, legislation and regulations, and their practical implementation.</p>	
ATTRIBUTES	<p>Ability to work independently or as leader of a team.</p> <p>Ability to manage all aspects of projects.</p> <p>Have a professional approach to work, colleagues, other professionals and clients.</p> <p>Knowledge and understanding of tender preparation, financial and resource management.</p>	<p>Experience of tender preparation, financial and resource management.</p>
PLANNING & ORGANISING	<p>Methodical and systematic approach to work.</p> <p>Must be able to work efficiently within time/cost constraints.</p>	
ANALYSIS & PROBLEM SOLVING	<p>Advanced analytical, problem solving and interpretative skills.</p> <p>Ability to summarise complex research data and produce coherent and accurate reports.</p>	
COMMUNICATION SKILLS	<p>Must demonstrate excellent written and verbal skills.</p> <p>Must be able to produce accurate written reports to a high standard and in a timely manner.</p> <p>Able to communicate effectively with a range of clients and fellow professionals.</p>	<p>Verbal presentation skills aimed at a variety of audiences with mixed experience.</p>
LEADERSHIP	<p>Demonstrable experience of decision making and leadership.</p>	
PERSONAL REQUIREMENTS	<p>Committed, hardworking and professional.</p> <p>Must be flexible; may be required to stay away from home on some projects.</p> <p>To be responsible for the maintenance of own continuous professional development.</p>	