

JOB DESCRIPTION

Job Title: Directorate & Section/Unit: Reporting to:	Archaeologist (trainee) Communities, Archive and Archaeology Service Worcestershire Archaeology Manager Senior/Archaeological Project Manager (line manager) Project Officer/Project Supervisor (supervisor)
Salary Grade:	SC2

Purpose of job:

- To excavate, survey and record archaeological sites as directed.
- To undertake a training course leading to an NVQ qualification (Level 3) in Archaeological Practice.

Main Activities & Responsibilities:

- To excavate, survey and record archaeological sites in the field.
- To record and process excavated material and to produce archives.
- To ensure that their work is carried out according to appropriate professional and Health and Safety standards.
- To communicate, where appropriate, information about the excavations to the general public.
- To maintain satisfactory training progress and successfully complete the course within one year.

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy.

- The nature of the work requires duties to be undertaken which will involve lifting carrying and moving for which appropriate training will be provided. The post holder must be able to physically deliver these.

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Archive and Archaeology Service staff and volunteers.

External: ClfA appointed assessor, clients, curators and consultants, members of the public.

Additional Information:

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act.
- Undertaking and completion of the NVQ course will require a commitment to spending some time (unpaid) outside of work time.

PERSON SPECIFICATION

Job Title: Archaeologist (trainee)
Directorate & Section/Unit: Communities/Archive & Archaeology Service
Salary Grade: 2

EXPERIENCE: (Of delivering outcome/objectives/service improvements etc, not just time served)

It is **essential** that the post holder has:

A commitment to following a career in commercial field archaeology.

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

Good communication skills both oral and written.

Ability to work under pressure.

Team working skills.

Good self-motivation.

Ability to work accurately and methodically.

Ability to work in most weathers, and with soils.

Confidence and capability to manoeuvre, lift and generally manually handle objects and materials around potentially hazardous sites.

It is **desirable** that the post holder has:

A broad understanding of archaeological chronology and the character of different periods.

Knowledge of the principles and goals of archaeological excavation.

Ability to travel to locations/sites.

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

Membership of the Institute of Field Archaeologists (Student or Affiliate), or would meet the requirements of membership (essentially to be able to demonstrate that you have a serious interest in archaeology).

A good general level of education with GCSE or equivalent passes in relevant subjects.

It is **desirable** that the post holder has:

A degree in archaeology and/or an equivalent qualification and/or a clearly demonstrable interest in archaeology.