

JOB DESCRIPTION

Senior Environmental Archaeologist

Directorate and Section/Unit:	Communities & Provider Services, Archive and Archaeology Service, Worcestershire Archaeology
Salary Grade	SO1
Reporting to:	Senior Post-Excavation Manager (line manager) Worcestershire Archaeology Manager, Senior Archaeological Project Manager (project deliverables)
Responsible for:	Supervision of Field Archaeology Support Assistants, Archaeologists, volunteers and other persons assisting the post holder

Main purposes of role:

- To lead programmes of environmental sampling and analysis from archaeological sites and undertake specialist analysis and reporting on plant macrofossil remains and/or other classes of environmental material (as appropriate),
- To provide advice to Worcestershire Archaeology (internal) and their clients (external) on all matters relating to environmental remains, working to professional standards.

Key Accountabilities:

- To prepare, identify and produce reports on plant macrofossil remains and/or other classes of environmental material from archaeological sites.
- To provide advice to the project team on the recovery, identification and analysis of environmental remains from archaeological sites.
- To co-ordinate multi-disciplinary environmental work on larger-scale projects, including the commissioning, co-ordination and editing of reports by outside specialists.
- Co-ordination of any assistants, and the provision of training.
- To deliver work programmes relating to environmental remains, in association with the Post-Excavation Manager and Senior Project Managers.
- Provision of “Environmental Services” which involves advising on and carrying out environmental work for outside contracting organisations.
- To undertake display and educational work relating to environmental archaeology.
- To meet appropriate professional standards.
- To prepare results to archive and publication standard, including publication for academic, educational and information purposes.

- To liaise with curatorial archaeologists, clients, owners, members of the public.

Other duties:

- 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 such other 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 post and/or as detailed in the Directorate's Health and Safety Policy.

Contacts:

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

Internal: Contacts within the Archive and Archaeology Service especially the Senior Post-Excavation Manager.

External: Specialist sub-contractors, members of the public, clients and their agents, peer professionals, professional groups.

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.

PERSON SPECIFICATION

Post Title:	Senior Environmental Archaeologist
Directorate/Division:	Communities & Provider Services, Archive and Archaeology Service
Scale:	SO1

QUALIFICATIONS/TRAINING:

It is **essential** that the postholder has:

A post-graduate degree in environmental archaeology or an equivalent qualification, including module(s) in a specific specialist area (plant macrofossils, animal bone, pollen, etc).

Membership of the Chartered Institute for Field Archaeologists (MCIfA) or would meet the requirements of membership.

It is **desirable** that the postholder has:

Construction Skills Certification Scheme certificate or equivalent.

EXPERIENCE/KNOWLEDGE:

It is **essential** that the postholder has:

Experience of a specialist work relating to one of more class of environmental material from archaeological sites including sampling in the field.

Experience in the identification, analysis, interpretation and reporting of one or more class of environmental material from archaeological sites, including having published academic material.

It is **desirable** that the postholder has:

Experience in the design and co-ordination of programmes of environmental work on archaeological sites including the synthesis and discussion of multi-disciplinary environmental data

The ability to develop other specialist areas of expertise.

SKILLS AND ABILITIES:

It is **essential** that the postholder has:

Ability to work under pressure within strict timescales.

Good communication skills, both oral and written.

Good self-motivation.

Ability to work accurately and methodically.

Good interpersonal and team working skills.

Commitment to working in a customer focused environment.

Ability to work co-operatively with a broad range of internal and external contacts and groups.

Computer literacy skills using Windows based computer applications and databases.

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

Ability to travel to locations/sites.

It is **desirable** that the postholder has:

Ability to use GIS software.

.