

JOB DESCRIPTION

Job Title: Directorate & Section/Unit: Reporting to: Responsible for:	Archaeologist People, Libraries Archive and Archaeology Service Senior Project Manager (line manager) Project Officer/Field Supervisor (supervisor) Supervision of volunteers, Trainee Archaeologists and other persons attending sites
Salary Grade:	Scale 4

Purpose of job:

- To excavate, survey and record archaeological sites as directed.
- To assist the senior archaeologists with the undertaking and completion of archaeological projects

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.

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: Clients, Consultants, Construction teams, 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.

PERSON SPECIFICATION

Job Title: Archaeologist
Directorate & Section/Unit: People, Libraries Archive and Archaeology Service
Salary Grade: Scale 4

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

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

Demonstrable experience of stratigraphic excavation.

Demonstrable experience of context recording.

Demonstrable experience of context planning and photography.

Demonstrable experience of working as part of a team on commercial archaeological projects.

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

Experience of finds/environmental processing.

Experience of archive or publication drawing or GIS/CAD work.

Experience of surveying with EDM or GPS.

KNOWLEDGE, SKILLS AND ABILITIES:

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

Knowledge of the principles and goals of archaeological excavation.

Knowledge of a broad range of archaeological sites.

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 with people with a range of background, seniority and experience.

QUALIFICATIONS/TRAINING & DEVELOPMENT:

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

Membership of the Institute of Field Archaeologists (PIFA), or would meet the requirements of membership.

NVQ Level 3 or equivalent competencies in archaeology.

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

A degree in archaeology and/or an equivalent qualification.

First Aid certification.

Construction Skills Certification Scheme certificate or equivalent.