

Job Description



1 Job details

Job title:	Assistant Community Archaeologist (Fixed-term for one year)
Team:	Environment and Rural Economy
Directorate:	Environment and Rural Economy
Post number:	TBC
Hours per week:	37
Grade:	Band 5
Base:	Lymington Town Hall
Accountable to:	Archaeological Officer (Data and Projects)
Responsible for:	N / A
Indirectly responsible for:	N / A
Budget Responsible Officer (BRO):	No
Car user:	Casual – use of NPA mobile information units / pool vehicles
Politically restricted:	No
Does this post involve working with children and/or vulnerable people?	Yes
Membership of professional body required:	Membership of the Chartered Institute for Archaeologists is desirable
Key liaisons:	New Forest National Park Authority (NPA) staff and members, Forestry England, New Forest District Council, local community groups and members of the public.

2 Role summary

- 2.1 To assist with the coordination and delivery of the 'Rediscovering our Archaeological Heritage' and 'Heritage on my Doorstep' projects as part of the Our Past Our Future (OPOF) Landscape Partnership Scheme.
- 2.2 Under direction, assist the NPA with the delivery of statutory planning related work and other activities as the need arises.
- 2.3 Assist with the delivery of Service Level Agreements for Forestry England (FE) and New Forest District Council (NFDC).

3. Main duties and responsibilities

- 3.1 As guided by NPA archaeologists, OPOF Scheme Manager and other NPA staff arrange and deliver agreed activities.

- Assist with the coordination, organisation and delivery of practical heritage field work including walk over surveys, geophysical surveys, excavations, conservation and research.
- Assist with the coordination, organisation and delivery of activities and events that raise awareness and promote research about the archaeology and heritage of the New Forest.
- Assist with the coordination, organisation and delivery of interpretation such as exhibitions, website content in collaboration with Interpretation Officers.
- Maintain a comprehensive record and database of the heritage information, oral history, photographic data and archival material about local communities and data generated by the heritage projects; ensuring data is correctly logged and is widely publicly available, in particular through the New Forest Knowledge website.
- Maintain records of work done and numbers of people engaged with and contribute to reporting procedures.

The above will involve working with a diverse group of local, regional and some national organisations, land managers, schools, colleges, visitor attractions, community groups, volunteers and members of the public, including hard to reach groups (young people, people on low incomes, people from ethnic minority groups, people without their own transport and disabled people).

- 3.2 Under the direction of the line manager, assist with responses to planning applications and delivery of field work (walk over surveys, geophysical surveys and excavations) to ensure the effective management of the historic environment of the National Park.
- 3.3 Liaise with the NPA's Archaeologist, Landscape Officer, Ecologist, Education and Interpretation officers, Rangers and Land Advisors to assist with the co-ordination and delivery of the archaeological survey and heritage work of both the Landscape Partnership Scheme and the NPA.
- 3.4 To deal with public and stakeholder partner enquires in relation to historic environment work.
- 3.5 Undertake other duties commensurate with the post as may reasonably be requested from time to time

4. Problem solving

- 4.1 The majority of the problems encountered will be practical in nature requiring the need to "think on your feet", applying the high professional standards expected of the archaeology and heritage industry and high levels of customer and volunteer care.
- 4.2 Awareness of technological advances and adapting to them accordingly.

5. Decision making

- 5.1 Line manager sets targets and objectives but the postholder will act on their own initiative on occasion referring to the line manager or other team members for guidance.

- 5.2 Make day to day decisions on delivering an agreed work programme. In the line manager's absence, decisions outside of the post holder's own knowledge area should be referred to other managers.
- 5.3 Working as part of a wider team along with a wide range of stakeholders. The nature of the work means it is often reactive, and difficult decisions may need to be taken, in discussion with the line manager, about priorities.
- 5.4 The work will require awareness and where appropriate engagement with other archaeological and heritage work of the National Park and external partner organisations (FE and NFDC).

6. Operational responsibility

- 6.1 This post will not be directly responsible for the management of staff, but will coordinate volunteers involved in fieldwork ensuring their suitability, availability and well-being and all Health and Safety assessments and requirements for the envisaged tasks as set out in NPA procedural guidance.
- 6.2 Occasional access to sensitive and confidential information requiring a clear understanding of why such information is not yet in the public domain.

7 Communication

- 7.1 The post holder will be expected to communicate effectively across the NPA and liaise with external partner organisations, suppliers, contractors, community groups and volunteers.
- 7.2 Excellent communication skills both oral and written are required.
- 7.3 Communication will be approximately 40% internal and 60% external.

8 Working conditions

- 8.1 Work from an office base but is required to undertake frequent site visits largely within the boundary of the National Park which will sometimes involve coping with poor weather conditions.
- 8.2 A requirement to work outside of normal office hours in order to meet the needs of the job.
- 8.3 May involve contact with people with differing views to the NPA's policies, plans and objectives.
- 8.4 Requires occasional lone-working in relatively remote locations; woodlands, heathland and along the coast. Risks are assessed and mitigated against in accordance with NPA policies.
- 8.5 This role will involve working with young people (and may at times also involve working with vulnerable adults) and will require appropriate checks.

9 General

- 9.1 At all times carry out responsibilities with due regard to NPA policies and procedures.
- 9.2 All staff have a responsibility to participate in the NPA Appraisal Scheme and to contribute to their own development, and the development of any staff they appraise or are responsible for.

10 Job description agreement

- 10.1 The above Job Description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the service.

**Job holder's
signature:**

Date

**Manager's
signature:**

Date

Person Specification

Assistant Community Archaeologist

Environment and Rural Economy

Criteria	Essential	Desirable	Assessed by
Education / qualifications			
A degree or equivalent relevant archaeological qualification		Y	A
Member of Chartered Institute for Archaeologists (or ability to be a member)		Y	A / I
Experience			
Experience of delivering a broad range of heritage initiatives, such as field work, survey, research, interpretation.	Y		A / I
Experience of working with community groups and a broad range of stakeholders		Y	A / I
Experience of working with volunteers		Y	A / I
Knowledge			
Can demonstrate a wide range of archaeological knowledge	Y		A / I
Significant awareness of heritage resources and archival material	Y		A / I
Knowledge of the natural and cultural heritage of the New Forest and an understanding of UK National Parks		Y	A / I
Skills			
Strong communication skills both oral and written	Y		A / I
Good organisational skills with experience of managing own workload to meet deadlines	Y		A / I
Ability to work unsupervised and use own initiative when required		Y	A / I
Good IT skills and knowledge/awareness of current systems including Microsoft (Word, Excel, Outlook)	Y		
Impact and attributes			
Keen team worker, who can develop constructive working relationships and share ideas and information with colleagues	Y		A / I
Valid driving license	Y		A / I
Ability to understand the need to treat sensitive information confidentially	Y		A
Ability to work outside of office hours	Y		A

Evidence assessed by key:

A = Application form

I = Interview

T = Testing / assessment / presentation