

Job Description



1 Job details

Job title:	Assistant Archaeologist
Team:	Access and Learning
Directorate:	Access and Learning
Post number:	TBC
Hours per week:	37
Grade:	Band 6 – 7 (career graded)
Base:	Lymington Town Hall
Accountable to:	Archaeologist
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?	No
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 Assist in fulfilling the NPA's statutory requirements and policies regarding the Historic Environment including the provision of technical and information support to NPA colleagues, staff in partner organisations and clients from a range of professional disciplines.
- 2.2 Assist with the delivery of statutory planning related work and other activities.
- 2.3 Assist with the delivery of Service Level Agreements for Forestry England (FE) and New Forest District Council (NFDC).
- 2.4 Develop, coordinate support and/or deliver public and community based archaeological projects that engage members of the public with the rich cultural heritage of the New Forest National Park.

3. Main duties and responsibilities

- 3.1 Undertake desk-based research and reports (e.g. Desk-Based Heritage Assessments, Heritage Impact Assessments and Reports) to ensure the effective management of the historic environment of the National Park.
- 3.2 Carry out field work (e.g. Watching Briefs, Walkover Surveys, Geophysical Surveys and Excavations) to ensure the effective management of the historic environment of the National Park. Also, monitor the delivery of practical heritage field work by third parties as part of the Planning process.
- 3.3 Work with volunteers and community groups to survey, protect and carry out interpretation of archaeology and archaeological features.
- 3.4 Respond to enquiries from the general public, professional bodies and others, advising on the subjects of archaeology and cultural heritage, e.g. care, management and conservation of designated and non-designated heritage assets of national, regional and local significance.
- 3.5 Conduct data collection and curation in accordance with the Authority's archaeology, heritage and conservation activities. And, where appropriate, make this data freely available to the public.
- 3.6 Maintain files, photographs, technical papers and other sources of information in support of the Authority's archaeology, heritage and conservation activities.
- 3.7 Prepare, develop and maintain map-based information systems (GIS) in support of the Authority's planning, archaeological and cultural heritage activities.
- 3.8 Deliver formal written advice and recommendations to the NPA's Planning Team regarding planning applications that may affect designated and non-designated heritage assets of national, regional and/or local significance.
- 3.9 Deliver formal written advice, recommendations and conduct any required desk-based and/or field work to deliver the services agreed via any SLA and/or for partner organizations and/or projects/scheme the Authority deem appropriate.
- 3.10 Provide advice and guidance upon all stages of planning applications and related matters affecting archeology to development management officers, third parties, agents and applicants with a view to agreeing schemes as part of the statutory planning related work and maintaining industry and professional standards.
- 3.11 Give advice to staff, members, local councils, local interest groups and the general public to promote practical understanding of archaeology and cultural heritage.
- 3.12 Lead volunteers and community groups to survey, protect and carry out interpretation of archaeology and archaeological features.
- 3.13 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 highest of 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.

Progression criteria:

- 4.3 With guidance from line manager, able to solve a wide range of problems of medium to high complexity, particularly within the field of archaeological conservation management. This includes devising solutions to conservation problems such as future-proofing monuments against climate change; structuring negotiations to achieve compromise between property owner requirements and conservation objectives.

5 Decision making

- 5.3 Following task allocation/s, the postholder will act on their own initiative to progress the work and make day-to-day decisions on delivering allocated work under the guidance of, and supported by, the line manager and more experienced colleagues.
- 5.4 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).

Progression criteria:

- 5.5 The postholder will show more independence in relation to task allocation, acting on own initiative to progress work, making day-to-day decisions on delivering work to meet set targets and objectives. There is an expectation to seek support and guidance as and when needed.
- 5.6 Will make a wide range of decisions independently as well as in conjunction with colleagues, outside agencies and the public. These decisions are in relation to giving advice on such things as planning matters, working under SLA requirements, and with partner organisations.
- 5.6 When providing advice, there is a requirement to review and assess the archaeological impacts from proposed plans and draft reasonable and proportionate recommendations to industry specifications.

6 Operational responsibility

- 6.1 This post will not be directly responsible for the management of staff, but will coordinate and lead volunteers involved in heritage tasks and 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 Effective communication across the NPA and liaison with external partner organisations, suppliers, contractors, community groups and volunteers.
- 7.2 Excellent communication skills both oral and written.
- 7.3 Communication is approximately 40% internal and 60% external.

Progression criteria:

- 7.4 At full competence, a requirement to use negotiation skills with applicants/agents, objectors, NPA members, other agencies and NPA colleagues (within and outside the Archaeology and Planning teams) to achieve the most beneficial outcomes.

8 Working conditions

- 8.1 Work from an office base but a requirement to undertake frequent site visits within the boundary of the National Park and further afield, 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 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 Archaeologist

Criteria	Essential	Desirable	Assessed by
Education / qualifications			
A degree or post graduate qualification in a relevant discipline		Y	A
Member of professional institute e.g. the Chartered Institute for Archaeologists (CiFA) – <i>essential at full competence</i>		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	Y	A / I
Experience of working with volunteers		Y	A / I
Knowledge			
Understanding the pressures on and threats to protected landscapes such as national parks		Y	
A thorough understanding of the development process and how it impacts on archaeological features		Y	A / I
Full working knowledge of relevant legislation and professional standards	Y		A / I
Methods of effective public engagement and consultation		Y	A / I
A good understanding of archaeological sites, monuments, landscapes of all periods and their management	Y		
Skills			
Strong communication skills both oral and written	Y		A / I
IT literate using Microsoft and other basic applications.	Y		A / I
IT literate using other applications, such as GIS, Lidar data/aerial photography analysis, image processing etc.		Y	
Ability to work under pressure, use own initiative and analytical judgement		Y	A / I
Ability to negotiate to achieve objectives	Y		
Good organisational skills with experience of managing own workload to meet deadlines and prioritising conflicting tasks with competing deadlines	Y		
Proven project management skills		Y	

