

COTSWOLD ARCHAEOLOGY

JOB SPECIFICATION

Post Title: Assistant Heritage Consultant

Responsible to: Senior Heritage Consultant

Purpose: To assist in the undertaking of archaeological consultancy and research projects, producing good quality written reports efficiently, within budget, and to deadline.

Main Activities:

- (a) Undertake archaeological research, desk-based assessments and Environmental Impact Assessment baseline surveys, etc., for either terrestrial or marine projects and report on them, including the collection of data from depositaries such as HERs and Record Offices and making preliminary assessments of visible monuments, buildings and historic landscape elements during site visits.
- (b) Prepare Written Schemes of Investigation for the approval of clients and curators.
- (c) Ensure illustrations are requisitioned within project timescales and to corporate standards.
- (d) Ensure accurate maintenance of appropriate administrative records, including project file notes, invoices and expenses, and digital timesheet entries.
- (e) Manage personal workload effectively, ensuring all project administration is accurate and timely.
- (f) Liaise with specialist sub-contractors to coordinate the safe and successful completion of subcontracted elements of works.
- (g) Ensure that all projects are carried out in accordance with the CA Health and Safety policy, preparing risk assessments and other relevant documentation;
- (h) Ensure effective deployment, maintenance and care of vehicles, plant and equipment, and maintain/provide accurate records ensuring accidents, damage and malfunctions are reported promptly and appropriately.
- (i) Contribute to departmental processes and working practices via Learning Reports, feedback to Committee Representatives and/or project leaders, and discussion at performance reviews.
- (j) Carry out any other duties commensurate with responsibilities as CA may determine from time to time.

Person Specification:

Essential

- a. A good all round knowledge of all periods of the archaeology of the British Isles or a marine specialism, and a degree in archaeology or a related discipline.
- b. Good research skills, and knowledge of sources of information.
- c. The ability to produce written reports to a high standard in good, clear, well presented English and with a high attention to detail.
- d. The ability to deal efficiently and courteously with clients of the company, officers of other bodies including English Heritage and Local Planning Authorities, and members of the public.
- e. The ability to work on a number of projects simultaneously and deliver required outputs to deadline.
- f. A full manual driving licence.
- g. Good word processing and database skills are required, including Word, Excel and preferably Access.

Desirable

- a) Experience/expertise in computer generated graphics packages.
- b) Specialist knowledge of historic buildings or one or more archaeological periods.