

COTSWOLD ARCHAEOLOGY

JOB SPECIFICATION

Post Title:	Heritage Consultant (Level 1)
Responsible to:	Senior Heritage Consultant
Responsible for:	Designated Assistant Heritage Consultants, project specific staff
Purpose:	To be responsible for consultancy and archaeological research, producing good quality written reports efficiently, within budget, and to deadline.

Main Activities:

- a. Ensure the successful completion of consultancy projects, either terrestrial or marine, including large complex projects involving regular client liaison and the production of reports, to a very high standard.
- b. Monitor project progress with regard to budgetary, technical, logistical, staff and health and safety issues, providing regular reports to Senior Heritage Consultants and Principal Heritage Consultants, and maintaining appropriate liaison with clients, Local Authority Advisors, and contractors;
- c. Prepare Written Schemes of Investigation
- d. Contribute to tenders to be issued by a Senior Heritage Consultant or Principal Heritage Consultant by providing estimates of times and costs, and drafting letters.
- e. Liaison with specialist sub-contractors to ensure the safe and successful completion of sub-contracted elements of works, and to review specialist reports in conjunction with a Senior Heritage Consultant or Principal Heritage Consultant.
- f. Ensure illustrations are requisitioned within project timescales and to corporate standards.
- g. Ensure accurate maintenance of appropriate administrative records, including project file notes, invoices and expenses, and digital timesheet entries.
- h. Manage personal workload effectively, ensuring all project administration, such as the completion of data searches and booking of visits to repositories and sites, is timely.
- i. Monitor and provide regular reports to Senior Heritage Consultants and Principal Heritage Consultants on project progress (budgetary and archaeological), logistical, staff and health and safety issues.
- j. Ensure that all projects are carried out in accordance with the CA Health and Safety policy, preparing risk assessments and other relevant documentation;
- k. Where appropriate, deputise for the Senior Heritage Consultant.
- l. Supervise and develop staff, ensuring their continuous improvement in performance through performance reviews, constructive feedback, initiating training, coaching and improved practices.

- m. 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.
- n. Contribute to departmental processes and working practices via Learning Reports, feedback to Committee Representatives and/or project leaders, and discussion at performance reviews.
- o. Carry out any other duties commensurate with responsibilities as CA may determine from time to time.

Person Specification:

Essential

- (a) Proven expertise in archaeological consultancy, combined with the ability to produce high quality reports. At least five years post-graduate experience.
- (b) Good all round knowledge of all aspects of the historic environment including archaeology, historic buildings, and historic landscape, or a maritime specialism.
- (c) Sound knowledge of relevant legislation concerned with the historic environment and the operation of the planning process.
- (d) Committed to keeping abreast of new developments, approaches and procedures in the management of the historic environment, and the ability to communicate these to colleagues.
- (e) 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.
- (f) Ability to work under pressure to deliver complex projects to a high standard, often within a very short timescale.
- (g) Good administrative ability in the keeping of records and accounts and the submission of reports.
- (h) A full manual driving licence.
- (i) Good word processing and database skills.
- (j) Membership of the Institute of Archaeologists at least AIFA, and preferably MIFA, level. Candidates who are not already a member of the Institute must be prepared to join immediately upon appointment.

Desirable

- a. Experience/expertise in computer generated graphics packages would be an advantage.