

COTSWOLD ARCHAEOLOGY

JOB SPECIFICATION

Post Title:	Heritage Consultant (Level 2)
Responsible to:	Senior Heritage Consultant
Responsible for:	Designated Assistant Heritage Consultants, project specific staff
Purpose:	To successfully complete archaeological research and consultancy, producing high quality written reports efficiently, within budget, and to deadline.

Main Activities:

- (a) Personally undertake archaeological research, desk studies, etc., for 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, as appropriate.
- (b) Liaise with clients on the scope of assessments and agree this with curators.
- (c) Prepare Written Schemes of Investigation for the approval of clients and curators.
- (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) Ensure accurate maintenance of appropriate administrative records, including project file notes, invoices and expenses, and digital timesheet entries.
- (f) 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.
- (g) Ensure illustrations are requisitioned within project timescales and to corporate standards.
- (h) Liaise with specialist sub-contractors to coordinate the safe and successful completion of subcontracted elements of works.
- (i) Ensure that all projects are carried out in accordance with the CA Health and Safety policy, preparing risk assessments and other relevant documentation;
- (j) 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.
- (k) Contribute to departmental processes and working practices via Learning Reports, feedback to Committee Representatives and/or project leaders, and discussion at performance reviews.
- (l) Carry out any other duties commensurate with responsibilities as CA may determine from time to time.

Person Specification:

- (a) Proven ability in the production of archaeological desk-based assessments, cultural heritage sections of Environmental Impact Assessments, and other types of consultancy project.
- (b) A good all round knowledge of the archaeology of the British Isles at all periods or a maritime specialism and a degree in archaeology or a related discipline.
- (c) Good research skills, and knowledge of how to obtain required information.
- (d) Working knowledge of relevant legislation concerned with the historic environment and the operation of the planning process.
- (e) The ability to produce written reports to a high standard in good, clear, well presented English and with a high attention to detail.
- (f) The ability to work on a number of projects simultaneously and deliver required outputs to deadline.
- (g) 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.
- (h) A full manual driving licence.
- (i) Good word processing and database skills including Word, Excel and preferably Access.
- (j) Membership of the Institute of Archaeologists (or able to demonstrate ability to meet the requirements) at a minimum of AIFA level. NB candidates who are not already a member of an Institute must be prepared to join immediately upon appointment.

Desirable

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