

COTSWOLD ARCHAEOLOGY

JOB SPECIFICATION

Post Title:	Heritage Consultant (Level 1, Buildings)
Responsible to:	Senior Heritage Consultant
Responsible for:	Designated Assistant Heritage Consultants, project specific staff
Purpose:	To lead Cotswold Archaeology's historic building projects, ensuring they are completed efficiently and to the specified standard.

Main Activities:

- (a) Ensure the successful completion and effective quality of historic building assessment, recording and analysis projects, within budget and agreed deadlines, including the supervision of staff, maintenance of records and the compilation of archives and reports. (This work may include elements of desk-based assessments and Environmental Statements, where appropriate.);
- (b) Contribute to Conservation Management Plans, Management Statements and Condition Surveys produced for historic buildings and other heritage assets;
- (c) Liaise with clients on the scope of building recording projects and agree this with Local Authority Advisors.
- (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) Assist in pre-project planning and preparation, including the preparation of written schemes of investigation and making appropriate contact with landowners and agents and other relevant parties;
- (f) Ensure accurate maintenance of appropriate administrative records, including project file notes, invoices and expenses, and digital timesheet entries.
- (g) Ensure illustrations are requisitioned within project timescales and to corporate standards. .
- (h) Manage personal workload effectively, ensuring all project administration, such as the completion of data searches and arrangement of site visits, is timely.
- (i) 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 maintain appropriate liaison with clients, Local Authority Advisors, and contractors;
- (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) Initiate and execute training programmes for selected employees to develop the company's capability in historic building recording and analysis;

- (l) Develop the company's historic building service through improving products, processes and capability;
- (m) Contribute to business development through the identification of target clients and markets, input to marketing materials and utilising professional contacts;;
- (n) Actively promote, and develop a greater public awareness and appreciation of the work of CA through displays, publications, media liaison, lectures etc;
- (o) Contribute to the quality and archaeological understanding of fieldwork and post-excavation projects as required.
- (p) Carry out any other duties commensurate with responsibilities as CA may determine from time to time.

Person Specification:

Essential

- (a) Specialist knowledge of historic buildings, their identification and interpretation;
- (b) Good research skills and knowledge/awareness 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 (to publication standard);
- (d) Knowledge, awareness and understanding of business needs, budgets and timescales, within commercial archaeology;
- (e) Knowledge of the planning process in England and Wales;
- (f) The ability to work on a number of projects simultaneously, and deliver required outputs to deadline;
- (g) Good working knowledge of all relevant Health and Safety requirements;
- (h) The ability to communicate efficiently and courteously with sponsors and clients of CA, officers of other bodies and members of the public;
- (i) Good administration skills in terms of record keeping, budget management and the submission of reports, and competent word-processing and database skills;
- (j) A full manual driving license;
- (k) Membership of the Institute of Archaeologists (or able to demonstrate ability to meet the requirements) at a minimum of AIFA, and preferably MIFA level. NB candidates who are not already a member of an Institute must be prepared to join immediately upon appointment.
- (l) Membership of the Institute of Historic Building Conservation.
- (m) Good survey skills, including use of total station and GPS surveying equipment, and basic knowledge and understanding of CAD. Expertise in GIS and computer generated graphics packages;

Desirable

- a) Experience of presenting specialist evidence at Public Inquiry, or in similar situations eg. Core Strategy Examinations;
- b) Knowledge of the planning process in Northern Ireland and Scotland;
- c) Demonstrable training and coaching skills;
- d) Demonstrable ability to write authoritative academic discussions for archaeological publications.