

# COTSWOLD ARCHAEOLOGY

## JOB SPECIFICATION

<b>Post Title:</b>	Senior Project Officer
<b>Responsible to:</b>	Project Manager
<b>Responsible for:</b>	Project Supervisors, Archaeologists and Trainees
<b>Purpose:</b>	To lead the archaeological direction and site management of Cotswold Archaeology's most prestigious fieldwork projects, with principal responsibility for ensuring performance targets are met (or exceeded), and for assuring the quality of archaeological recording and understanding.

### **Main Activities:**

- (a) To be the lead officer on site responsible for managing the delivery of their projects to time, budget, quality and health and safety requirements.
- (b) To manage and develop staff, ensuring their continuous improvement in performance through initiating training, coaching and improved practices.
- (c) To assure the quality of archaeological understanding and site records, and oversee the compilation of archaeological archives to required standards.
- (d) To author reports to publication standard.
- (e) To monitor and provide regular reports to Project Managers on project progress (budgetary and archaeological), logistical, staff and health and safety issues, and to maintain appropriate liaison with clients, Local Government officers, and contractors.
- (f) To ensure accurate maintenance of appropriate administrative records, including timesheets and plant and labour returns.
- (g) To ensure effective deployment and maintenance of vehicles, plant and equipment, and maintain/provide accurate records.
- (h) To take lead responsibility for ensuring that projects are carried out in accordance with the CA Health and Safety policy, and to prepare risk assessments and other relevant documentation.
- (i) To assist Project Managers in pre-project planning and preparation including undertaking the preparation of written schemes of investigation, trench plans, obtaining service information, notifying utility companies prior to excavation and making appropriate contact with landowners and agents and other relevant parties.
- (j) To deputise for the Project Manager where appropriate.
- (k) To actively promote, and develop a greater public awareness and appreciation of the work of CA through displays, publications, media liaison, lectures etc.
- (l) To carry out any other duties commensurate with responsibilities as CA may determine from time to time.

## **Personal Specification:**

### Essential

- (a) Knowledge and expertise in archaeological practice, including a general familiarity with the archaeology of Britain at all periods.
- (b) Experience of the supervision of large fieldwork (including excavation) and desk-based projects.
- (c) Knowledge, awareness and understanding of business needs, budgets and timescales, within commercial archaeology.
- (d) The ability to write reports to publication standard.
- (e) The ability to organise, motivate, train, appraise and direct staff.
- (f) Good working knowledge of all relevant Health and Safety requirements, and other relevant legislation.
- (g) The ability to communicate efficiently and courteously with sponsors and clients of CA, officers of other bodies and members of the public.
- (h) Administrative ability in the keeping of records and accounts and the submission of reports.
- (i) A full manual driving licence.
- (j) Word-processing and database skills.
- (k) Membership of the Chartered Institute of Archaeologists at least ACIFA

### Desirable

- a) Experience of driving vans and minibuses.
- b) In depth knowledge or expertise in a particular archaeological period, site type or subject (such as finds or environmental archaeology, survey or GIS).
- c) Demonstrable potential to write authoritative academic discussions for archaeological publications.
- d) Survey skills, including ability to operate Leica 1200 series GPS/TST, and basic knowledge and understanding of CAD.