

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Archaeological Officer - level 4	JEID	M0564
Salary Grade:	I		
Team:	Archaeology Warwickshire		
Service Area:	Planning Delivery		
Primary Location:	Warwickshire County Council, Hawkes Point, Leamington Spa.		
Political Restriction	This position is not politically restricted.		
Responsible to:	Principal Archaeologist / Archaeological Projects Manager		
Responsible for:	Archaeologists; Senior Fieldwork Technicians		

Role Purpose

- To direct archaeological projects;
- To deploy resources on archaeological projects;
- To collate data and analyses derived from site investigations and produce, as appropriate, post-excavation, updated project design, archive, and planning reports;
- To write reports for publication in a variety of formats;
- To represent Archaeology Warwickshire professionally to clients and the public;
- To contribute to the advancement of knowledge and theory and promote the widest possible access to field projects and data to meet our service objectives;
- To ensure appropriate quality standards are maintained and to ensure delivery of specified project outcomes;
- To ensure project objectives and targets are met;
- To ensure and facilitate good customer and supplier relationships in order to ensure delivery of project;
- To undertake all duties with particular regard to the effective management of Health and Safety;
- To take responsibility for self-development and to improve performance.

Role Responsibilities

Specific

- Day to day operations on fieldwork projects;
- Oversight of matrix development and continuity;
- Day to day checking of site derived products;
- Supervision of digital planning and downloads;
- Supervision of technical aspects of excavations;
- Liaison and technical assistance with on-site specialists;
- Keeping team members and itinerant participants safe from harm;
- To give talks, lecture and advise members of the public, students and the media;
- To produce archaeological reports.

Other duties:

- To maintain personal and professional development to meet the changing demands of the position, participate in appropriate training activities and encourage and support staff in their development and training;
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this position;
- To undertake health and safety duties commensurate with the post and/or as detailed in the Archaeology Warwickshire Health and Safety Policy.
- To ensure that work undertaken is in accordance with ClfA standards and guidelines.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Significant experience of a broad range of British archaeology	A, I
Relevant experience of a wide range of archaeological excavation and survey techniques, post excavation technologies and dissemination formats	A, I
Experience in directing fieldwork projects	A, I
Experience of writing project reports	A, I
A degree in archaeology or an equivalent qualification	A, I, D
Associate/Membership of the Chartered Institute for Archaeologists or commitment to join (ACIfA).	A, I, D
Travel effectively and efficiently throughout the county/willingness to travel for	A, I, D

business purposes	
Willingness to carry out the duties reasonably required of a field archaeologist	A, I

Desirable Criteria

Assessed By:

A health and safety qualification or commitment to train for one	A, I, D
Construction Skills Certification Scheme certificate or equivalent.	A, I, D
First Aid certification	A, I, D

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
x Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	x Restricted postural change – prolonged sitting
x Lone working on a regular basis	X Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	X Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	x Manual cleaning/ domestic duties

<input type="checkbox"/> Working on/ or near a road	x Regular work outdoors
X Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
x Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
X Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
X Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	Working amongst heavy plant and machinery Working in waterlogged excavations