

# 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:	Trainee Field Technician	JEID	M0576
Salary Grade:	F (SCP 7-8)		
Team:	Archaeology Warwickshire		
Service Area:	Planning Delivery		
Primary Location:	Hawkes Point		
Political Restriction	This position is not politically restricted.		
Responsible to:	Archaeological Officer		
Responsible for:	NA		

#### Role Purpose

- To participate in the day to day commercial activities of Archaeology Warwickshire;
- To learn and achieve the skills required of a Senior Field Technician;
- To be trained in the compilation of archives and report writing, environmental and finds processing;
- To take responsibility for self-development and to improve performance.

#### Role Responsibilities

- To undergo a work-based training programme with mandatory learning goals in the key skills of proficient excavation, data collection, accurate recording and health and safety;
- To receive work-based mentoring and training with learning outcomes laid out in a Trainee Covenant (TC);
- To be assessed in the completion of mandatory modules;
- To maintain personal and professional development to meet the changing demands of the position;
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with a trainee position;
- To undertake to work in accordance with CIfA 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:

A degree, preferably in archaeology, or a post-graduate qualification in archaeology	D
Ability to demonstrate commitment to learning the skills required of an archaeologist	A
Knowledge of archaeological processes	A
Experience of computer and software applications	A
Knowledge of CIfA standards and guidelines	A
Willingness to work outdoors in all weathers	A
The physical abilities to carry out the duties as set out in the job description	A
A current UK driving licence or commitment to obtain one	D
To be physically fit and able enough to adequately carry out the duties reasonably required of a field archaeologist	A
Ability to demonstrate enthusiasm for archaeological research	A
Ability to work as part of a team	A

### Desirable Criteria

Assessed By:

Experience of working within a commercial archaeological environment	A
First Aid certification	D
Knowledge of the UK planning process with regard to archaeology	A

## 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