

Asst Technical Team Leader – Archaeology Warwickshire – Tier 4b

Directorate: Service area:	Communities Planning Delivery
Accountable to:	Tier 4A Delivery Lead – Archaeology Warwickshire
Accountable for:	6 FTE
Politically restricted post	No
Delivery teams:	Archaeology Warwickshire
Grade	Scale L

Context

Planning Delivery facilitates sustainable development across Warwickshire through regulatory and statutory activities

Archaeology Warwickshire is a traded service, which competes regionally for commercial archaeological and heritage projects. Contracts include: archaeological investigations, from inception through analysis report delivery and archive deposition; historic building recording; heritage assessment; and heritage consultancy

You will play an active role as part of our service team working in partnership with our Commissioning Team Leaders to innovate our service delivery capabilities.

You will support the Service Manager and other Delivery Team Leaders in achieving our organisational vision and outcomes.

You will support the Delivery Lead and the Professional Lead to manage your team to meet the outcomes of the service delivery plan. You will develop and maintain good working relationships with our range of key stakeholders including planning departments, relevant government quangos, customers and their representatives, academic institutions and volunteers.

Specific role assignment

Delivery responsibilities	<ul style="list-style-type: none">• To assist in the management of archaeology and heritage projects from inception to completion on behalf of WCC;• To assist in the preparation of competitive tenders based on a solid understanding of project parameters and archaeological potential to achieve agreed levels of profit for WCC;• Under the direction of the Delivery and Professional Leads, to ensure the effective programming and co-ordination of tenders and field projects, the procurement of resources, and the deployment of those resources to projects;
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	<ul style="list-style-type: none"> • To ensure appropriate quality standards are maintained on tenders and commissioned projects and to assist in the delivery of contractual and professional obligations; • To assist in the effective management of project administrative budgets to agreed levels; • To monitor project performance to ensure project and organisational objectives and targets are met; • To provide appropriately detailed monthly reports on the ongoing progress and financial status of all allocated projects • To ensure and facilitate good customer and supplier relationships in order to ensure delivery of current projects and develop future opportunities; • To provide expert guidance on archaeological process to field teams; • 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; • To represent and promote Archaeology Warwickshire professionally, within academia and to 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. • A current UK driving licence and an unequivocal willingness and competency to drive for business needs. • To be physically fit and able enough to adequately carry out the duties reasonably required of a field archaeologist.
Key business measures	<ul style="list-style-type: none"> • Delivery of a portfolio of managed projects on time and in profit • Maintenance of AWs comprehensive project management systems and monthly delivery of appropriate project status reports • Production of project specific critical assessment data and assist in the formulation of improvement strategies
Statutory responsibilities <i>(if applicable)</i>	
Specific experience	<ul style="list-style-type: none"> • Experience of a broad range of British archaeology • Experience of a wide range of archaeological excavation and survey techniques, post excavation technologies and dissemination formats • Experience of managing heritage projects from design to delivery, within a competitive environment • Experience of preparing archaeological reports

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Specific qualifications/and registration	<ul style="list-style-type: none"> • A degree or post-graduate qualification in archaeology or related discipline • Membership of the Chartered Institute for Archaeologists or commitment to join (MCIfA). • A recognised health and safety qualification
Budget responsibility	
FTE responsibility (line management)	6 FTE
Key stakeholder relationships	Service Manager, Planning Delivery Assistant Director, Environmental Services Strategic Director, Communities Other Planning Delivery Lead's Customers including developers/planning applicants Museums Service Planning archaeologists / historic environment officers Chartered Institute for Archaeologists Historic England /English Heritage Academic institutions

Generic capabilities of the role

Generic Capability	Descriptor
Business Acumen	<ul style="list-style-type: none"> • Deliver in year service plan (1 year) • Effective contract and supplier management • Meet budget, savings and income targets

- Contribute to the operational planning of the service with the commissioning team
- Ensure effective contract management arrangements are in place
- Manage costs down, deliver savings and income targets (as applicable)

Generic Capability	Descriptor
Performance & standards	<ul style="list-style-type: none"> • Statutory compliance • Professional practice • Procedure compliance

- Execute the statutory or regulatory duties that are in place and delivered across the team.
- Ensure the safe operation of the business and compliance with appropriate regulations and legislation.
- Execute the relevant policies and procedures to ensure the outcomes are delivered.

Generic Capability	Descriptor
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Operational management	<ul style="list-style-type: none"> • Deliver operational performance objectives • Manage the workforce • Deliver continuous improvement plans
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- Meet the service key business measures for the service
- Manage costs down through operational improvement
- Manage and allocate resources to meet key business measures
- Use data and insight to improve service performance

Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none"> • Workforce development • Workforce planning

- Recruit and ensure effective onboarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none"> • Monitors the service performance framework • Effective service design

- Plan, task, deploy and co-ordinate resources to meet changing operational needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none"> • Deals with performance issues • Maintains business continuity • Role model of how we work principles

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times

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- Represent the interests of the Council on external bodies and networks

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WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



Our Behaviours



Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

