

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:	Assistant Historic Environment Officer	JEID	M0711
Salary Grade:	G		
Team:	Ecology, Historic Environment & Landscape		
Service Area:	Planning & Environment		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Manager		
Responsible for:	n/a		

Role Purpose

To ensure that the Historic Environment is appropriately protected and managed through the delivery of advice in one or more of the specialist areas of Planning, Projects or Records.

Planning: To deliver high quality professional Archaeological advice in the areas of urban and rural planning, to officers, consultants and public and other enquiries both internally within WCC and externally.

Projects: To ensure the delivery of archaeological project work on time and on budget and the co-ordination of such work with colleagues, other disciplines and external contractors, as required.

Records: To maintain the Warwickshire and Solihull Historic Environment Records and the provision of detailed specialist information and advice relating to them.

Role Responsibilities

To be responsible for the professional archaeological input (e.g. design, development, advice and management) across one or more of the following areas as required:

Planning and Advice

1. Assist with the management of archaeological casework generated from one or more internal or external planning service level agreements
2. Assist senior officers on the archaeological assessment and responses up to and including complex planning casework and other land use related enquiries from planning authorities, applicants, agents, consultants and landowners; including writing briefs for archaeological work and assessing proposals from archaeological contractors.

3. Assist in responding to applications and proposals relating to land-use changes such as woodland grant schemes, Countryside Stewardship, and to maintain databases and other records.
4. Assisting with consultations including responses to Structure and Local Plan Reviews.
5. Assist with the monitoring of Core Strategies and other planning documents and policies
6. Assist with the assessment of schemes proposed by utilities, the Environment Agency, the Forestry Authority and similar organisations and responding appropriately.
7. Monitoring fieldwork and post-excavation resulting from the planning process, including reviewing and commenting upon reports.
8. Assist with the assembling of information for and preparing written representations; the preparation of proofs of evidence; and giving evidence at public inquiry if necessary.

Projects

1. Assist with contractual project work including consulting, investigating, attending meetings and invoicing as required.
2. Assist with researching/collating information, production of desk studies and basic technical reports/sections and mapping
3. Assist Team Leaders and/or other more senior colleagues with project management including fee proposals, work programming, budget monitoring, researching/collating information
4. Co-ordinating projects with other archaeological officers and disciplines as required

Records

1. Lead on responding to HER-related enquiries from planners, developers, consultants, landowners, statutory bodies, researchers and members of the public by extracting, processing and providing relevant data. Where required and appropriate to the grade, provide analysis of the data and management advice relating to the Historic Environment.
2. Assist with the Management, maintenance and enhancement of the HER databases and its associated GIS. This includes the validation, analysis, synthesis and input of new sources of data alongside the curation of the associated physical and digital resource material including archives and aerial photographs. Where appropriate to provide support to researchers accessing the HER physical and digital resource material.
3. Assist with the maintenance and refreshment of the online versions of the HER, under the overall guidance of the Senior Officers and relevant third party suppliers.
4. Assist with the delivery of outreach and educational events and programmes and create required presentation materials. Occasional weekend and evening work may be involved.
5. Liaison as appropriate with Historic England, Natural England, Forestry Commission, landowners, agents, tenants and other relevant bodies, agencies and individuals.
6. In accordance with the Historic England HER Audit programme, to assist in the regular audits of the Warwickshire and Solihull HERs and to implement their strategic development as per their Action Plans

Other Duties

1. Support with training, mentoring and supervision of trainees and volunteers.
2. Provide advice to colleagues and other council services.
3. Participate in and deliver outreach and educational events and programmes. Occasional weekend and evening work may be involved.
4. Assist on the production of reports to inform local and national strategy and policy formation
5. Assisting with the relevant Team Leader in dealing with any general enquires in relation to the HER, Projects and Planning.
6. Advocate and promote the profession and service to maintain a high integrity and reputation
7. Assist in the provision of expert advice to environmental agencies, the farming community and landowners on archaeological aspects and implications of applications on government sponsored schemes such as environmental stewardship and the Woodland Grant Scheme

8. Liaison with statutory and non-statutory bodies in relevant cases, e.g. Historic England, Environment Agency etc
9. To be responsible for maintaining Continuing Professional Development activities relevant to the ClfA competency matrix (or equivalent), personal job aspirations and needs of the council, to be agreed with the line manager and Team Leaders

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:

Minimum NVQ Level 4 or equivalent in a relevant subject or minimum 1 year relevant experience	A, I, D
The ability to independently interpret and analyse varied and complex information or situations.	A, I
The ability to communicate, in person and/or writing, complicated or sensitive information with varied audiences	A, I
Have experience of using ICT e.g. GIS, Databases, 365 etc	A, I
To be able to use own initiative to respond independently to problems and unexpected situations	A, I
The ability to work accurately, methodically and to deadlines and performance targets whilst under pressure to meet deadlines and dealing with interruptions	A, I
The ability to cope in situations where there is an emotional demand arising from the work being undertaken	A, I
Experience of contributing to the development of Policies and Procedures	A, I
The ability to co-ordinate a number of elements within a project plan.	A, I
Good written and verbal communication skills with the ability to communicate with non-specialists	A, I
Able to work occasional evenings/weekends.	A, I
Have a good understanding of British archaeology and the historic environment	A, I

Desirable Criteria

Assessed By:

Membership of the Chartered Institute of Archaeologists (ClfA) at Practitioner level or above.	A, I, D
Knowledge/experience of historic environment issues in the context of agri-environment control	A, I
Familiarity with HBSMR and QGIS	A, I
The ability to travel within the County	A, I, D
Interest in making archaeological information available to the wider public.	A, I
Have a basic understanding of Planning Regulations, Project delivery and/or Records management.	A, I

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
<input type="checkbox"/> 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	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> 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
<input type="checkbox"/> 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)
<input type="checkbox"/> 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 checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	