



Job Title: Project Officer

Reports to: Project Manager (Fieldwork)

Hours of work: 37 per week

Salary: £32,332 – £39,434 per annum

Key Purpose of the role:

- To set-up and design projects under the supervision of the Project Manager or Senior Manager
- To be responsible for the day to day planning and supervision of medium to large projects ensuring projects are completed to time and budget
- To supervise designated teams on site
- To complete post-excavation analysis and reporting
- To work to YA and professional standards
- The Project Officer will work within an agreed framework, with the Project Manager or Senior Manager, according to the post holder's skill and experience level

Key Duties and Responsibilities:

Project Initiation

- To set-up and design projects under the supervision of the Project Manager or Senior Manager
- To assist with costings for tenders with support from senior staff

Key Duties and Responsibilities Continued:

Project Execution

- To be responsible for the day to day planning and supervision of medium to large projects and teams
- Be the operational day to day link between YA and its clients and subcontractors where appropriate
- Assist with developing and maintaining links with clients and stakeholders
- Ensure the efficient capture and retrieval of complete and accurate project records
- To ensure that fieldwork and reporting is complete and checked according to the quality control process
- To assist with dissemination of the results of the project to senior management staff and external stakeholders

Time and Budget Management

- To deliver projects to time and budget as agreed with the Project Manager
- To assist with the procurement of supplies from existing approved suppliers, using YA financial procedures

Responsibility for People:

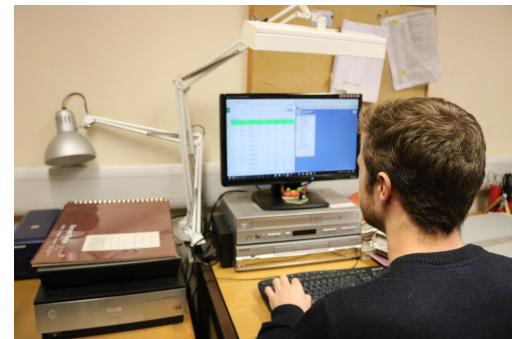
- To supervise teams including Project Archaeologists, and Project Supervisors, trainees and volunteers as required, and according to YA policies and good practice, ensuring standards of performance, conduct and health and safety are maintained, referring to Project Managers where appropriate
- To carry out associated administrative duties
- To provide feedback guidance and motivation to staff and report on all people issues to the Project Manager as agreed

Post Excavation

- To complete post-excavation assessment, analysis and reporting on projects under taken in a timely manner and to the highest professional standard
- To publish material from selected projects in the appropriate journal or publication with the support and supervision of senior staff

Health and Safety

- To ensure that the YA's Health and Safety Policy and good practice are followed on site



Key Duties and Responsibilities Continued:

- To undertake risk assessments for field work projects
- To report on any health and safety issues in a timely manner

Driving

- To drive YA and hired vehicles if and when required to transport colleagues and equipment to site

Continuous Professional Development

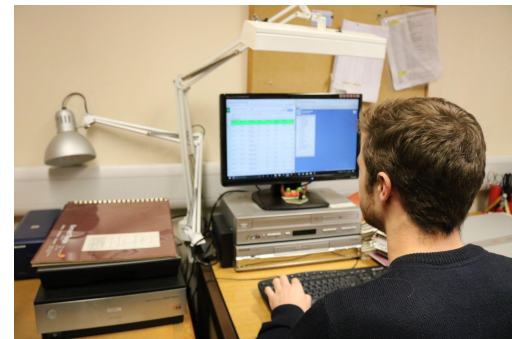
- Commitment to CPD, and maintenance of CPD log
- To take responsibility for self development, within the continuous appraisal framework, including attending training and taking part in research to enhance personal knowledge, skills and experience

Expected Behaviours

- To lead, motivate, and support positive morale within teams
- To be professional and polite at all times and to uphold the standards, values and reputation of YA in all team, client and public interactions
- To keep YA and client data confidential at all times

Working Conditions

- Undertake site visits possibly during inclement weather, subject to the Risk Assessment and Health and Safety considerations
- Some work away from home base, normally with at least a week's notice, but occasionally with shorter notice. Overnight accommodation will be provided



Person specification:

	Essential	Desirable
Qualifications	- Degree in Archaeology or relevant subject or equivalent experience - Driving Licence and willingness to drive company or hire vehicles, unless there are exceptional circumstances eg a medical reason or disability - Commitment to Continual Professional Development. (CPD) - Qualified First Aider (Appointed person) or willingness to learn	- Post –graduate qualification in a relevant subject - Associate membership of the Chartered Institute for Archaeologists ACIFA - Qualification in the supervision of H&S - Site supervisory safety Training Scheme (SSSTS)
Knowledge & Experience	- Competence in archaeological excavation method and practice - Sound archaeological judgment - Experience of working under time and budget pressures - Ability to use Microsoft Office packages and some aptitude with Adobe illustration/graphics packages and AutoCAD - Significant experience in archaeological report writing at all levels - Proven ability to represent the organisation in dealings with external clients - Desire to contribute to the development of YA’s commercial success and academic standing - Strong team-working skills - Significant supervisory experience - Experience in delivering effective training - In depth understanding of health and safety issues and considerations in archaeology	- Demonstrable successful supervisory experience - Experience in project design - Understanding of the construction process, including CDM regulations - Specialist IT packages including GIS and willingness to develop a specialism - Knowledge of Health and Safety, town planning and other legislation relating to archaeology and the design of archaeological projects - An in depth specialist knowledge of a particular area of archaeology for example (but not confined to) urban archaeology, landscape studies, building recording and period specialisation - Creativity in designing and implementing improved processes

Person specification:

	Essential	Desirable
Competencies (e.g. communication, interpersonal, teamwork)	• Ability to carry out prolonged manual work in an outdoor environment sometimes in inclement weather • Ability to work without close supervision • Strong interpersonal and influencing skills • Excellent organisational skills and an ability to work under pressure • Excellent communication skills (written and spoken) • Highly numerate	•

This Job Description is not contractual and does not define or limit the work which you are employed to do, and you may be required to do any work within your capacity which York Archaeology requires from time to time. York Archaeology may make changes to this Job Description, on either a temporary or permanent basis, at any time it is considered necessary.