



Job Title: Senior Historic Buildings Archaeologist

Reports to: Regional Manager (Nottingham and Sheffield)

Hours of work: 37 per week

Salary: £40,308 – 45,625 per annum

Key Purpose of the role:

- Manage and deliver to the highest industry standards according to Historic England HBR Level 1-4 criteria and National and Local planning requirements, to include reporting, archiving and outreach, across all York Archaeology Commercial offices at York, Nottingham and Sheffield
- Grow and maintain a robust client and project portfolio, actively seeking new business opportunities across the UK
- Lead the innovation of historic building survey and reporting techniques across all facets of the York Archaeology commercial offer
- Manage and deliver on the costing and design of historic building and wider built heritage assessments/surveys, impact assessment, design inputs, consultancy advice and related projects as appropriate, and where necessary in liaison with relevant project managers
- Manage and deliver commercial historic building survey / analysis contracts from initiation to reporting/publication, in accordance with agreed business development targets and client requirements
- Identify suitable training opportunities for junior colleagues to grow the built heritage and consultancy team, oversee and deliver or delegate training programmes, and permit delegation where appropriate
- Oversee/supervise staff in the delivery of delegated tasks, both office and field-based
- To work to York Archaeology policies and professional standards
- To treat all colleagues in a respectful and dignified manner
- To ensure that York Archaeology's Health and Safety Policy and good practice are followed

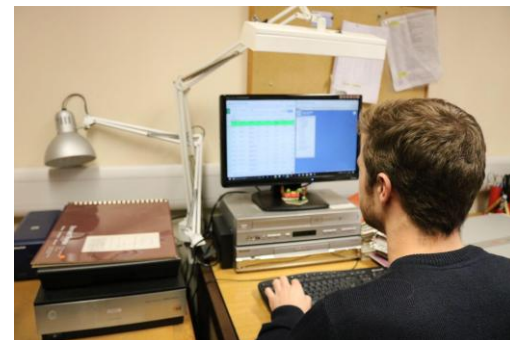
Key Duties and Responsibilities:

Leadership and People Management

- To manage junior colleagues, trainees and volunteers as required following York Archaeology's HR policies and good practice, with the support of the Regional Manager
- To motivate and inspire staff to carry out work to a high standard, support career development and carry out timely one to one meetings and appraisals
- Provide timely and constructive feedback on performance against project goals to project staff
- Facilitate access to high quality training and advice to staff at all levels in both field work practice and post excavation analysis

Project Delivery

- To plan, manage and complete projects to the highest level of efficiency and act to ensure that chargeability and profitability targets are achieved and that appropriate academic, technical and quality standards are met
- To work with other members of the organisation to provide cover and support as required and contribute to the sharing of best practice and lessons at project completion
- Ensure projects are adequately resourced and scheduled
- Manage and coordinate concurrent projects, ensuring timely completion, standards compliance, client satisfaction and profitability
- To prepare all project documentation to the agreed standards
- To approve all project documentation
- To ensure project momentum to publication, archive and financial completion
- To act as the expert for designated projects across the entire organisation, but particularly the Nottingham, Sheffield and York commercial offices
- Develop and maintain excellent working relationships with clients, consultants and curatorial archaeologists



Key Duties and Responsibilities:

Business Planning and Financial Management

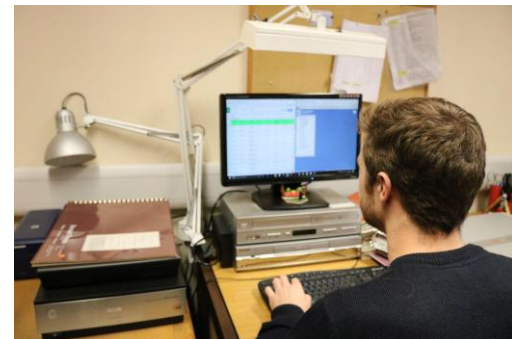
- To tender for historic building survey and analysis projects of all scales and ensure that all such tenders and project proposals are priced and planned and meet profit margins, professional standards and are fit for client purpose within the competitive tendering framework
- To review individual project and overall portfolio financial management information regularly
- To maintain project financial and other data in systems as necessary
- To invoice clients promptly on relevant projects in a timely manner and complete all invoicing according to the York Archaeology's financial procedures
- To contribute to the team's goals for business development professional standards and logistics

New Business

- To work with Regional Manager to grow the business through the active pursuance of new clients and contracts
- To strengthen relationships with clients and pursue revenue targets in fulfilment of the business plan
- To support innovation and opportunities
- To represent the Trust in a range of areas including with key clients, the public, heritage organisation's local authorities and elsewhere
- To contribute to the Trusts strategy, business development, professional standards and project logistical overview

Health and Safety

- To ensure that the Trust's Health and Safety Policy and good practice are followed
- To produce and maintain project specific RAMS to assess and mitigate risk as part of the Trust's H&S policy



Key Duties and Responsibilities:

Driving

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

Continuous Professional Development

- 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

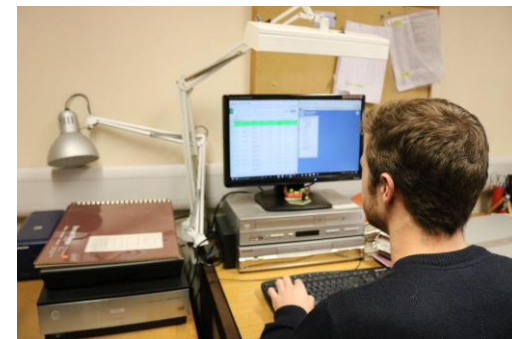
- To lead, motivate, and support positive morale within teams
- To be professional and polite at all times and to uphold the standards, values and reputation of Trust in all team, client and public interactions
- To keep YA and client data confidential at all times

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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
Education	- Degree in Historic Buildings-related archaeology or a related subject or equivalent experience - Driving Licence and willingness to drive company or hire vehicles, unless there are exceptional circumstances e.g. a medical reason or disability - Commitment to Continual Professional Development (CPD)	- Postgraduate qualification in relevant discipline (e.g. Buildings Archaeology, Architectural History) - Qualification in the management of health and safety e.g. SMSTS - IHBC/MCIfA (or commitment to apply on joining) - Qualified First Aider (Appointed person) or willingness to learn - Qualification in the supervision of H&S
Competencies (e.g. communication, interpersonal, teamwork)	- An effective, concise and confident written and verbal communicator - Excellent people skills and an ability to motivate and inspire confidence in others - An understanding of the principles of diversity and an active commitment to the principles of workforce diversification - Ability to carry out prolonged manual work in an outdoor environment sometimes in inclement weather	

Person specification:

	Essential	Desirable
Knowledge & Experience	• Extensive experience of all main aspects and techniques of historic building survey and reporting • Knowledge of the commercial archaeological market and its relevance to professional project delivery • Experience of effective planning and delivery of commercial archaeological projects • Experience of preparing quotations and tender documents for historic buildings survey and analysis projects • Demonstrable commitment to the commercial success of past/current employer organisations • Experience of implementing effective, professional and dynamic excavation/survey analysis and reporting strategies • Ability to use Microsoft Office packages and some aptitude with Adobe illustration/graphics packages and AutoCAD • Demonstrable skills in report writing and publication • Proven ability to represent the organisation in dealings with external clients • Sound knowledge of current professional guidance, specialist literature and legislation relation to all elements of archaeological field work • Good understanding of health and safety law and its application to commercial archaeology • Substantial people management experience	• Specialist knowledge relevant to the management role • Detailed knowledge of an archaeological specialism such as a specific period or site type; or artefact/ecofact; or use of new technology • Specialist IT packages and willingness to develop a specialism • Detailed knowledge of archaeological survey methods and software packages used in analysis of archaeological data • Excellent people skills and ability to develop contacts and networks with clients and professional bodies • Experience in delivering effective training in both field work and post excavation • Peer-reviewed publication record

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.