



## **Job Title: GEOARCHAEOLOGY (PROJECT MANAGER)**

**Reports to:** Head of Geoarchaeology

**Hours of work:** standard 37 hour week

**Salary:** £41,509 – £45,625 per annum

**Location:** Nottingham/York

### **Key purpose of the role**

- To work closely with the Head of Department in the tender, design and delivery of geoarchaeological projects in accordance with all local, regional, national and professional standards
- To manage and complete geoarchaeological contracts from initiation to publication in accordance with agreed business development targets and to meet client requirements and underpin the YA's reputation as a leading provider of geoarchaeological services
- Work collaboratively alongside highly skilled archaeology and heritage professionals, who specialise in a wide range of archaeological sub-disciplines including conservation, wetland archaeology, geomatics and Lidar, archaeobotany, aerial photography and spatial analysis.

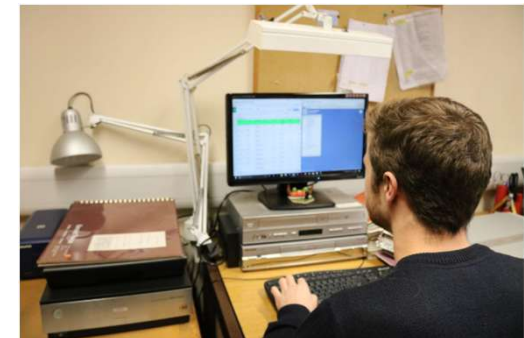
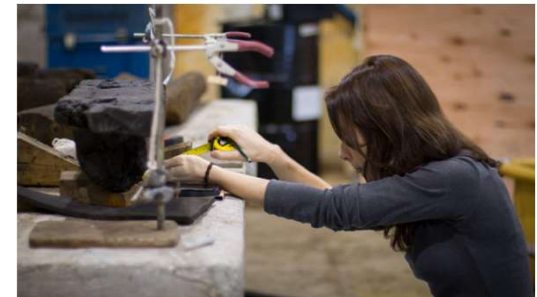
## **Key Duties and Responsibilities:**

### **Leadership and People Management**

- To manage Project Officers, Project Supervisors, Project Archaeologists and other staff, trainees and volunteers as required, to ensure the successful delivery of project outcomes, following the YA's HR policies and good practice
- Provide expert advice to both external clients and internally to archaeological project managers, senior management team and project teams, from early project stage enquiry through to delivery
- 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 geoarchaeological projects and take action 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 team 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 fieldwork and post excavation programmes, ensuring timely completion, standards compliance and client satisfaction
- To prepare all project documentation to the agreed standards
- Develop and maintain excellent working relationships with clients, consultants and curatorial archaeologists



## **Key Duties and Responsibilities continued:**

### **Financial Management**

- To tender for commercial geoarchaeological projects and ensure that all such tenders and project proposals are planned and meet profit margins, professional standards and are fit for client purpose within the competitive tendering framework
- To review financial management information regarding projects 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 YA's financial procedures

### **Business Development**

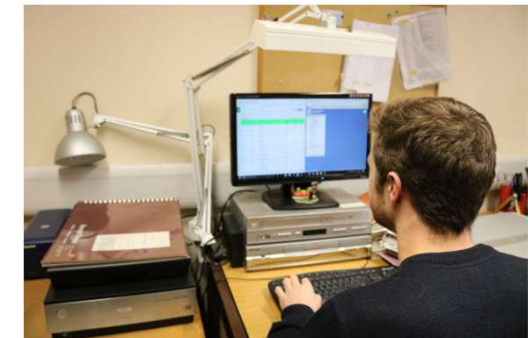
- To work with the Senior Management Team to grow the business through the development of new clients and to win profitable contracts
- To strengthen relationships with clients and pursue revenue targets in fulfillment of the business plan
- To support innovation and opportunities
- To represent YA in a range of areas including with key clients, the public, heritage organisations local authorities and elsewhere

### **Health and Safety**

- To ensure that the YA'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 YA's H&S policy

### **Driving**

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



## **Key Duties and Responsibilities continued:**

### **Continuous Professional Development**

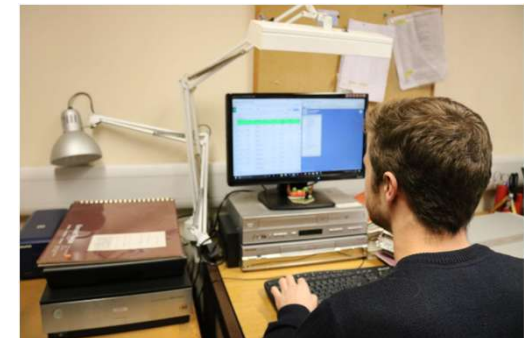
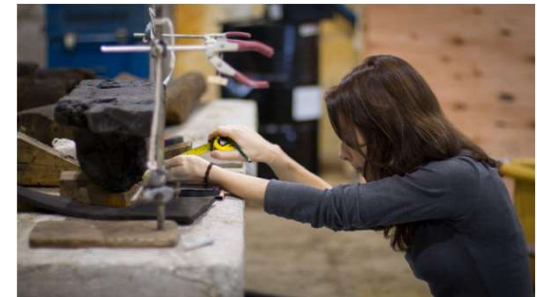
- Membership of CIfA is encouraged (fees are paid in full by YA)
- Commitment to CPD, and maintenance of CPD log
- To take responsibility for self development, within the continuous appraisal framework, including attending training and taking part in research to enhance personal knowledge, skills and 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:**

|                                   | <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Desirable</b>                                                                |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <b>Education</b>                  | Degree in Geoarchaeology, Earth Sciences or Archaeological Science or relevant subject/ equivalent experience                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Post –graduate qualification in a relevant subject, Period/technical specialism |
| <b>Knowledge &amp; Experience</b> | <p>Detailed understanding of British commercial archaeology, and either geoarchaeological field techniques and methodologies.</p> <p>Excellent project management skills including the initiation, costing and successful completion of archaeological projects of varying complexity and scope including written reports.</p> <p>Ability to adapt to changing priorities, often on a daily basis, and to complete projects within the allotted time frame and within budget.</p> <p>In depth understanding of current UK health and safety issues and considerations</p> | Experience in delivering effective training                                     |

**Person specification:**

|                                                                      | Essential                                                                                                                                                                                                                                                                                   | Desirable |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Competencies</b><br>(e.g. communication, interpersonal, teamwork) | <ul style="list-style-type: none"><li>• Strong interpersonal and influencing skills</li><li>• Excellent communication skills</li><li>• Ability to work without close supervision, Excellent organisational skills and an ability to work under pressure</li><li>• Driving licence</li></ul> |           |

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.