



Job Title: Historic Buildings Archaeologist

Reports to: Regional Manager (Nottingham and Sheffield)

Hours of work: 37 per week

Salary: £32,332 – 39,434 per annum

Location: Nottingham

Key Purpose of the role:

- Historic building survey and analysis 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
- With the guidance of senior colleagues, provide advice to and liaise with clients and other stakeholders across the heritage and development industry on a project basis
- Compile costs and project designs for historic building assessment and survey
- With support from senior colleagues build and maintain a consistent client and project portfolio, ensuring client relationship management is at the forefront of all project work
- Respond in a timely, appropriate and courteous manner to client and internal enquiries regarding the provision of Historic Building services
- Provide relevant support on all archaeological / heritage management contracts from initiation to reporting/publication, in accordance with agreed business development targets and client requirements
- Oversee/supervise junior staff in the delivery of delegated tasks, both office and field-based
- Work to York Archaeology policies and professional standards.
- Treat all colleagues in a respectful and dignified manner
- Ensure that York Archaeology's Health and Safety Policy and good practice are followed at all times

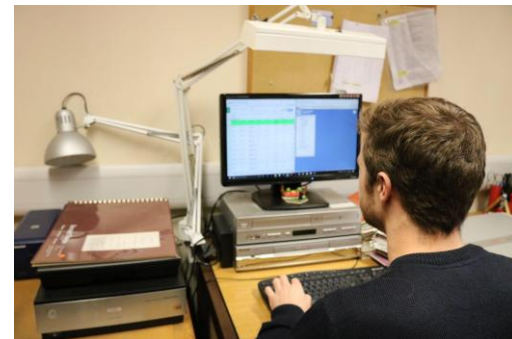
Key Duties and Responsibilities:

Leadership and People Management

- To mentor and manage junior colleagues when required, following York Archaeology's HR policies and good practice, with the support of project managers and 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

Project Delivery

- To complete archaeological projects (Historic Buildings) to the highest level of efficiency and with the support of senior colleagues act to ensure that 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
- Manage and coordinate concurrent projects ensuring timely completion, standards compliance and client satisfaction
- To prepare all project documentation to the agreed standards
- To ensure project momentum to publication, archive and financial completion
- To provide advice and expertise on 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

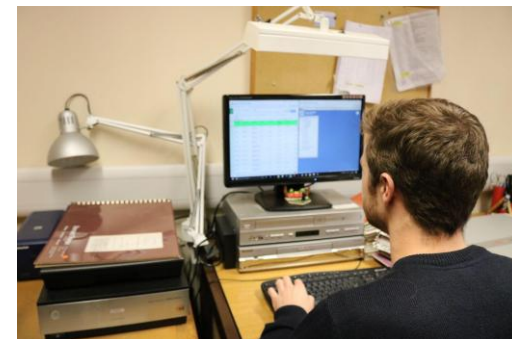
- To tender for commercial archaeological projects and ensure that all such tenders meet profit margins, professional standards and are fit for client purpose within the competitive tendering framework
- To contribute to the team's goals for business development professional standards and logistics

New Business

- 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

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

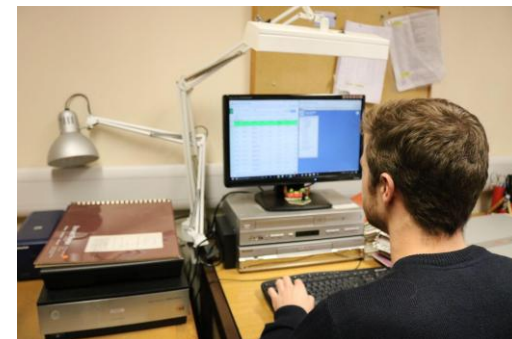
- To lead, motivate, and support positive morale within teams
- To be professional and polite at all times and to uphold the standards, values and reputation of Trust in all team, client and public interactions
- To keep YA and client data confidential at all times

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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) - Qualification in the management of health and safety e.g. SMSTS - ACIfA (or commitment to apply on joining) - Qualified First Aider (Appointed person) or willingness to learn
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	• Appropriate level of experience of all main aspects and techniques of Historic Buildings survey and reporting • Experience of effective delivery of commercial archaeological projects • Experience of implementing effective, professional and dynamic survey 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 • Appropriate level of people management experience	• Experience of costing and bidding for archaeological or similar project work • Experience of preparing quotations and tender documents for historic environment-related projects • Specialist knowledge relevant to the management role • Specialist IT packages and willingness to develop a specialism • Excellent people skills and ability to develop contacts and networks with clients and professional bodies • Experience in delivering effective training in both fieldwork and reporting

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.