



## JOB DESCRIPTION

<b>Job title</b>
Archaeology Consultant
<b>Name of person or job role reporting to</b>
Associate Director Archaeology and Historic Buildings
<b>Responsibilities</b>
<ul style="list-style-type: none"><li>• Carrying out archaeological and cultural heritage desk studies, consultations, research, data management and analysis and report writing, liaising with client and statutory bodies as necessary.</li><li>• Producing WSIs, carrying out archaeological watching briefs and producing fieldwork reports and archiving for small-scale projects.</li><li>• Carrying out archaeological and cultural heritage desk studies, consultations, research, data management and analysis and report writing, liaising with client and statutory bodies as necessary.</li><li>• Assisting in the management of historic environment, archaeology and other contracts, liaising with internal and external deliverers, third parties and clients.</li><li>• Assisting with the project management of sub-contractors carrying out watching briefs, trial trenching evaluations, geophysical surveys and strip, map and sample excavations</li><li>• Carrying out and supporting sales activities, such as drafting quotes.</li><li>• To ensure maximum flexibility and to reflect the Company's evolving needs, you may be asked to perform additional tasks that may be reasonably expected within your level of capability without additional remuneration.</li></ul>
<b>Qualifications/Experience</b>
<ul style="list-style-type: none"><li>• A full driving licence will be required as will the need for flexible working with regard to type of work, timing and location. Occasional weekend working may be required, which will be agreed in advance</li><li>• A working knowledge of ArchGIS is desirable</li><li>• Previous professional experience working in an archaeological fieldwork or heritage consultancy role</li><li>• A valid CSCS card</li><li>• Demonstrable experience of writing high quality technical reports, for example desk-based assessments, archaeological fieldwork reports, for archaeological fieldwork and/or heritage consultancy projects is desirable</li><li>• Practitioner Level of the Chartered Institute for Archaeologists (PCIfA)</li></ul>
I hereby agree that I have read and understood the job description.
Signed _____ Date _____
Name _____