

Kent County Council

Job Description: *Senior Archaeological Officer*

Directorate: Growth, Environment and Transport

Unit/Section: Environment and Circular Economy
Heritage Conservation

Grade: KSG

Responsible to: Principal Archaeological Officer

Purpose of the Job:

To assist in the protection and management of the archaeological heritage of Kent, particularly through the planning process.

Main duties and responsibilities:

1. Monitor planning applications and other development proposals for archaeological implications and advise the relevant bodies as to the appropriate requirements or action; set and/or agree specifications and monitor standards.
2. Provide, where necessary, advice on the archaeological implications of development or other activity.
3. Undertake reviews of site allocations in Local Plans and other plans and contribute to strategic documents such as heritage strategies or strategic planning documents as required.
4. Prepare and, if appropriate, present evidence for Public Inquiries as required.
5. Answer enquiries regarding the archaeological heritage of Kent, from the public and private organisations and individuals.
6. Assist as required in the preparation of publications and promotional material regarding Kent's heritage.
7. Contribute to and/or manage projects relating to Kent's archaeological heritage.
8. Provide guidance to less experienced colleagues in order to develop their practice. Lead on an area of knowledge for the service, e.g. geoarchaeology, according to knowledge, experience and service requirements.

9. Undertake on occasion, such archaeological fieldwork or investigation as may be required.
10. Undertake such other duties as may be required by the Heritage Conservation function relating to the archaeological heritage of Kent.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Senior Archaeological Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Educated to degree level in relevant subject or equivalent.
EXPERIENCE	Relevant experience in planning archaeology and/or archaeological project delivery and management, including archaeological fieldwork at a supervisory level and preferably in publishing the results.
SKILLS AND ABILITIES	- An ordered, logical approach to work with good numeracy skills, accuracy and attention to detail - Enhanced analytical and decision-making skills to deal with more complex projects. - Advanced demonstrable verbal and writing skills; good presentation skills. - Ability to influence and to negotiate effectively through professional credibility gained from achievements and experience. - Competence to deal with a variety of development-led archaeological casework, including large-scale complex applications, independently. - Competence to undertake and monitor the field and post-excavation stages of complex archaeological projects. - Ability to manage own workload effectively with reference to manager only in very complex or sensitive cases. - Ability to work as part of a team, in a leadership role for an aspect of work and to manage less experienced staff if required. - An ability to work with other professionals, the public and elected Members. - Ability to travel to meet the requirements of the service.
KNOWLEDGE	- Good understanding of all periods of British archaeology. - Good understanding of the principles of archaeological excavation, stratigraphy and archaeological science. - Good knowledge of and competence in planning archaeology and/or archaeological project delivery and management, including excavation. - Awareness of Data Protection and confidentiality issues - An awareness of and competence to work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety

**KENT VALUES
AND CULTURAL
ATTRIBUTES**

Post holder will be expected to demonstrate behaviours and competencies relevant to this role; the current KCC values and cultural attributes are listed here.

Kent Values:

1. We are **brave**. We do the right thing; we accept and offer challenge.
2. We are **curious** to innovate and improve.
3. We are **compassionate**, understanding, and respectful to all.
4. We are **strong together** by sharing knowledge.
5. We are all **responsible** for the difference we make.

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile.

Curious - constantly learning and evolving.

Compassionate and Inclusive - compassionate, understanding, and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions.

Externally Focused - Residents, families, and communities at the heart of decision making.

The highest standards of conduct and integrity as set out in the Kent Code are expected.

(For recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)