

Kent County Council

Job Description: *Finds Liaison Officer*

Directorate: Growth, Environment and Transport

Unit/Section: Environment

Grade: KSE

Responsible to: Heritage Conservation Manager

Purpose of the Job:

The Finds Liaison Officer will be responsible to the Heritage Conservation Manager within the Heritage Conservation group and will work closely with other members of the team for the benefit of Kent's historic environment and to further the aims of the Portable Antiquities Scheme within the County (including the Unitary authority of Medway and parts of southeast London formerly part of the historic County of Kent).

The primary role of the job is the recording, via the Portable Antiquities Scheme, of archaeological objects found by members of the public, with an emphasis on finds recovered by metal detectorists. The post-holder will assist with the Treasure Act process in Kent. The post-holder will also be engaged in liaison between archaeologists, museums, metal detectorists and others, and will have a promotional and educational role.

Main duties and responsibilities:

- To promote, co-ordinate and seek to improve the recording of archaeological finds made by members of the public in Kent.
- To hold regular finds' identification "surgeries" at museums, detectorists' meetings and elsewhere.
- To co-ordinate and facilitate the operation of the Treasure Act (1996) within Kent.
- To assist in the identification of finds made by detectorists and others.
- To provide basic advice on the conservation and storage of finds.
- To encourage and facilitate liaison and co-operation between metal detectorists (and other finders of portable antiquities) and archaeologists.
- To report to a small steering group made up of representatives from participating museums and archaeological and detectorist organisations and the Heritage Conservation group.
- To liaise with the Kent Police Rural Crime Coordinator and Historic England's National Policing and Crime Adviser on issues relating to illicit metal detecting and heritage crime.
- To contribute to the Portable Antiquities Scheme and Treasure Annual Reports as required.

- To work with schools, further and higher education institutions and archaeological groups to improve understanding about the importance of finds to our understanding of the past.
- To publicise and promote the work and aims of the Portable Antiquities Scheme.
- To encourage and facilitate research and publication based on portable antiquities data.
- To manage and maintain volunteer contributions to finds recording in 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: *Finds Liaison 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	<ul style="list-style-type: none"> Degree in archaeology or a related discipline, or relevant expertise.
EXPERIENCE	<ul style="list-style-type: none"> Awareness of the Portable Antiquities Scheme and issues relating to metal-detecting and archaeology
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to work in a highly organised fashion, under pressure and to tight deadlines Ability to collect systematically and to collate large amounts of information and data, and to produce quarterly reports, an annual report, and other documentation to a high standard of numeracy, accuracy, and clarity. Ability to communicate effectively with a wide range of people, including finders, metal detecting clubs, archaeologists, landowners, the general public and the media. Ability to converse at ease with the public, answer questions and provide advice, including the use of any specialist terminology relevant to the role/profession (where appropriate) and (where necessary) for an extended period of time. Ability to have a flexible approach to working with some evening work at metal-detecting clubs and other relevant societies and organisations. Ability to travel alone to remote locations, with equipment, in good time and occasionally in the late evening
KNOWLEDGE	<ul style="list-style-type: none"> Competence in artefact description and identification or previous relevant experience of working within an archaeological organisation with an emphasis on finds recording and processing. Competence in using computerised databases.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> We are brave. We do the right thing, we accept and offer challenge We are curious to innovate and improve We are compassionate, understanding and respectful to all We are strong together by sharing knowledge We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding</p>

	<p>and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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