

Kent County Council

Job Description: Treasure Finds Liaison Assistant

Directorate: Growth, Environment and Transport
Unit/Section: Environment and Circular Economy
Heritage Conservation
Grade: KRD
Responsible to: Heritage Conservation Manager

Purpose of the Job:

The Treasure Finds Liaison Assistant will work with the Portable Antiquities Scheme and Treasure process in Kent. The post holder will be responsible to the Heritage Conservation Manager within the Heritage Conservation team at KCC. They will work closely with, and be supervised by, the Finds Liaison Officer for the benefit of the historic environment, to further the aims of the Portable Antiquities Scheme within Kent and to reduce the Treasure backlog of the county to an agreed level.

They will assist the Finds Liaison Officer primarily in processing objects that qualify as 'Treasure' under the Treasure Act 1996 and assisting in occasional excavations and producing written reports relating to such finds. They will also spend up to two days a week assisting in the identification and recording of finds, made by members of the public throughout Kent, as part of the Portable Antiquities Scheme.

Main duties and responsibilities:

1. To assist the Finds Liaison Officer in co-ordinating and facilitating the operation of the Treasure Act 1996 (and later updates) within Kent and liaise with the British Museum and HM Coroners Service as required.
2. To prepare and/or assist in the preparation of Treasure Reports.
2. To assist in the identification of finds (which are expected to include pottery and flint as well as metal artefacts) made by detectorists and other members of the public.
3. To record objects (including appropriate production of photographs and image preparation as needed) onto the online Portable Antiquities Scheme database.
4. To help publicise and promote the work and aims of the Portable Antiquities Scheme and the Treasure Act.
5. To assist the Finds Liaison Officer in managing and developing volunteer contributions to finds recording in Kent.
6. To assist the Finds Liaison Officer in undertaking and preparing written reports for occasional small-scale excavations in relation to the location of significant finds.

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 Assistant

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"> • Qualified with a degree in archaeology or a related discipline, or equivalent relevant expertise.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of artefact identification.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to describe objects. • Ability to work in a highly organised fashion, under pressure and to tight deadlines. • Ability to work independently and as part of a team as required. • Ability to work systematically and to collate large amounts of information and data, and to help produce reports and other documentation to a high standard of numeracy, accuracy and clarity. • Competence in using computerised databases. • Ability to produce photographic images to a high standard and use appropriate software to improve the quality of the images. • Ability to communicate effectively with a wide range of people, including finders, archaeologists, landowners and the public. • An aptitude for learning new software packages and approaches to work. • A flexible approach to working with occasional evening or weekend work.
KNOWLEDGE	<ul style="list-style-type: none"> • Awareness of issues relating to metal-detecting and archaeology. • Broad knowledge of British archaeology.
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 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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