

Kent County Council
Job Description: **Archaeological Officer**

Directorate:	Growth, Environment and Transport
Division:	Environment & Waste
Unit/Section:	Heritage Conservation
Location:	Invicta House, County Hall
Grade:	KR7
Responsible to:	Principal Archaeological Officer

Purpose of the Job:

To assist in the protection and management of the archaeological and built 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 or agree specifications and monitor standards. See expected competence level in person specification.
2. Provide, where necessary, advice on the archaeological implications of development or any other activity.
3. Assistance in Local Plan work.
4. Possible provision of assistance in preparing evidence for Public Inquiries.
5. Answer enquiries regarding the archaeological heritage of Kent, from public and private organisations and individuals.
6. Assist in the preparation of such publications and promotional material regarding Kent's heritage.
7. Contribute to or manage projects relating to Kent's archaeological heritage.
8. Undertake from time to time, such archaeological fieldwork or investigation as may be required by the Heritage Conservation Manager.
9. 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 his/her 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: *Archaeological Officer*

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

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

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Educated to degree level in relevant subject or equivalent.• Membership of the Chartered Institute of Field Archaeologists would be welcome.
EXPERIENCE	<ul style="list-style-type: none">• Relevant experience in planning archaeology and/or archaeological project delivery and management, including field excavation.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• An ordered, logical approach to work with accuracy and attention to detail• Good numeracy and IT skills.• Good oral and writing skills, producing grammatically correct, clearly presented outputs.• Ability to prioritise own workload in line with team standards/procedures• Ability to work autonomously but probably with a need for regular supervision and discussion of action on individual cases on an ongoing basis. Dealing mainly with less complex cases; may assist with complex cases.• Appreciation of complex situations and ability to achieve partial resolution alone, developing negotiation skills. Is developing analytical skills for appraising fieldwork and associated reporting.• Ability to work proactively on a number of projects simultaneously and contribute positively as part of a team.• Need for feedback from more experienced members of team and line manager to improve their own performance.• An ability to work with other professionals, the general public and elected Members• Ability to travel to meet the requirements of the service
KNOWLEDGE	<ul style="list-style-type: none">• A sound grounding in British archaeology• Some knowledge of and competence in planning archaeology and/or archaeological project delivery and management, including excavation.• Good understanding of the principles of

	<p>archaeological excavation and stratigraphical theory.</p> <ul style="list-style-type: none"> • Awareness of Data Protection and confidentiality issues • Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety
<p>VALUES AND BEHAVIOURS <i>Post holder will be expected to demonstrate behaviours and competencies relevant to this role but listed here are the current KCC values and cultural attributes.</i></p>	<p>Our values are:</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>Staff will demonstrate behaviours that support the values.</p> <p>The culture that will help us deliver these values is:</p> <ul style="list-style-type: none"> • Compassionate & inclusive • Working together – building and delivering for the best interests of KCC • Externally focused – residents, families and communities at the heart of decision making • Flexible/agile – willing to take (calculated) risks • Empowering – our people take accountability for their decisions and actions • Curious – constantly learning and evolving