

Kent County Council

Job Description: Finds Liaison Officer

Directorate:	Growth, Environment and Transport
Unit/Section:	Environment, Planning & Enforcement
Location:	Invicta House, County Hall
Grade:	KR7
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 south east 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 Co-ordinator 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 and Treasure Annual Reports.

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.

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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	Good degree in archaeology or a related discipline, or considerable relevant expertise.
EXPERIENCE	Awareness of the Portable Antiquities Scheme and issues relating to metal-detecting and archaeology
SKILLS AND ABILITIES	<p>Ability to work in a highly organised fashion, under pressure and to tight deadlines</p> <p>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.</p> <p>Ability to communicate effectively with a wide range of people, including finders, metal-detecting clubs, archaeologists, landowners, the general public and the media.</p> <p>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.</p> <p>Ability to have a flexible approach to working with some evening work at metal-detecting clubs and other relevant societies and organisations.</p> <p>Ability to travel alone to remote locations, with equipment, in good time and occasionally in the late evening</p>
KNOWLEDGE	<p>Competence in artefact description and identification or previous relevant experience of working within an archaeological organisation with an emphasis on finds recording and processing.</p> <p>Competence in using computerised databases.</p>
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer

	<p>challenge</p> <ul style="list-style-type: none">• 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
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