

Kent County Council

Job Description: *Treasure Finds Liaison Assistant*

Directorate: Growth, Environment and Transport

Unit/Section: Environment, Planning and Enforcement
Strategic Planning and Policy Heritage

Conservation

Grade: KR6

Responsible to: Heritage Conservation Manager

Purpose of the Job:

The Finds Liaison Assistant will work with the Portable Antiquities Scheme 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.

The post requires a full-time person for 37 hours a week, ending 31 March 2022. They will assist the Finds Liaison Officer primarily in processing objects that qualify as 'Treasure' under the Treasure Act 1996 and writing up excavations 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. The main duties of the post holder will be the identification, recording and photographing of finds (which are expected to include pottery and flint as well as metal artefacts) either for treasure reports produced for HM Coroners Service or inputting directly onto the Portable Antiquities Scheme database.

Main duties and responsibilities:

1. To assist the Finds Liaison Officer in co-ordinating and facilitating the operation of the Treasure Act (1996) within Kent.
2. To assist in the identification of finds made by detectorists and other members of the public.
3. To record objects on to 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.

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: *Treasure 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 good degree in archaeology or a related discipline, or equivalent relevant expertise.
EXPERIENCE	<ul style="list-style-type: none">• Some 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 general 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 and a commitment to work in the field of Artefact Studies.
KENT VALUES AND BEHAVIOURS	<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

	<ul style="list-style-type: none">• We will act with integrity, honesty and transparency, welcoming change, working in new ways, willing to learn, working with a whole-Council approach and treating people fairly and with respect.• We will work collaboratively and innovatively to find new solutions that put the interests and wellbeing of customers first, open to challenge and actively encouraging and expecting contribution, adapt to change positively.• We will be self-sufficient, taking personal and professional responsibility for actions, performance and the council's money.
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