

Kent County Council

Job Description: *Senior Archaeological Officer*

Directorate: Growth, Environment and Transport

Unit/Section: Heritage Conservation

Grade: KR9

Responsible to: Principal Archaeological Officer

Purpose of the Job:

To assist in the protection and management of the archaeological 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.
2. Provide, where necessary, advice on the archaeological implications of development or any other activity.
3. Undertake reviews of site allocations in Local Plans and other plans as required.
4. Prepare and, if appropriate, present evidence for Public Inquiries as required.
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. Provide guidance to less experienced colleagues in order to develop their practice.
9. Undertake from time to time, such archaeological fieldwork or investigation as may be required by the Heritage Conservation Manager.
10. 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: *Senior Archaeological 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	<p>Educated to degree level in relevant subject or equivalent</p> <p>Membership of the Chartered Institute of Field Archaeologists would be welcome.</p>
EXPERIENCE	<p>Relevant experience in planning archaeology and/or archaeological project delivery and management, including field excavation.</p>
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Good analytical skills • An ordered, logical approach to work • Good numeracy skills. • Excellent communication skills – oral and written. • Good negotiation skills • Good report writing skills • Good presentation skills • Accuracy and attention to detail • Ability to manage own workload effectively with reference to manager only in very complex or sensitive cases. • Ability to work proactively on several projects simultaneously and programme work effectively • Ability to work as part of a team • An ability to work with other professionals, the general public and elected Members • Ability to travel to meet the requirements of the service <p>All of the above are required to a level appropriate to complex projects.</p>
KNOWLEDGE	<ul style="list-style-type: none"> • Good understanding of British archaeology • Good understanding of the principles of archaeological excavation and stratigraphy • Good knowledge of and competence in planning archaeology and/or archaeological project delivery and management, including excavation. • Good competence in archaeological fieldwork at a supervisory level and preferably in publishing the results • Competence to deal with a variety of development-led archaeological casework, including large-scale complex applications, independently • Competence to supervise and produce reports on medium size, relatively complex archaeological field projects • Awareness of Data Protection and confidentiality issues

	<ul style="list-style-type: none"> 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
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>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