
NORTHERN ARCHAEOLOGICAL ASSOCIATES LTD

JOB DESCRIPTION

PROJECT OFFICER (BUILT HERITAGE)

Salary scale: £20,755 to £23,690

Reporting to: Project Manager (Heritage Conservation)

Work base: Marwood House, Harmire Enterprise Park, Barnard Castle, Co. Durham

Job type: Full time, permanent with 6-month probation

Main purpose of role: to work with the Project Manager (Heritage Conservation) in the delivery of a range of heritage consultancy and built heritage projects, including desk-based reporting and field survey

Principal Duties

- Prepare and contribute to heritage statements, environmental impact assessments and desk-based assessments
- Undertake historic building surveys at Historic England Level 2 and 3
- Carry out monitoring and watching brief work on building-related projects
- Liaise with clients, local planning authorities, and national agencies and authorities
- Keep up to date with historic environment legislation and planning policy and relevant professional standards and guidance, and provide informed heritage planning advice
- Work with the Project Manager (Heritage Conservation) to support business development
- Participate in community and public engagement and consultation projects and events
 - Ensure that projects are completed to appropriate professional standards and delivered within agreed timescales and budgets.

Other Duties

- Maintain personal and professional development to meet changing demands in the job and participate in appropriate training activities
- Undertake such duties, training and/or hours of work as may reasonably be required
- Work in a safe manner at all times and report in any Health and Safety concerns to the line manager or the Company Health and Safety Co-ordinator
- Assist with the maintenance and continuous development of the Company's Integrated Management System

Qualifications and Expertise

- A first degree or equivalent relating to archaeology or related discipline, and a commensurately robust knowledge of British archaeology and built heritage essential
- A post-graduate qualification specialising in historic buildings archaeology or equivalent desirable
- Professional working experience in the preparation of built heritage statements and appraisals, contributions to higher level documents such as environmental statements, and desk-based assessments essential
- Good working knowledge of national historic environment legislation and planning policy and relevant professional standards and guidance
- Demonstrable experience and knowledge of historic building survey techniques
- Demonstrable report writing skills and professional communication skills essential
- Good time management skills essential
- Good IT skills including use of MS Office suite and AutoCAD desirable
- CSCS card holder desirable

Essential Attributes

- The ability to learn and to request advice
- The ability to be flexible and work within set deadlines
- Self-motivated, conscientious and able to use own initiative
- *Right first time* approach to all work
- The ability to work as part of a team and as an individual

Other Requirements

- Candidates must hold a full and valid UK (or EEA/International equivalent) Driving Licence and own transport
- Post-holder will be required to insure and use their own transport for business
- Post-holder may be required to stay away from base on projects as necessary

Additional Information

- Normal working hours are 37.5 hours per week; normal office working hours are between 8.30am–5.30pm Monday to Friday. If additional hours are required to meet clients' requirements or deadlines, time off in-lieu or payment is allowed
- Holiday entitlement will be a minimum of 20 days plus statutory or public holidays
- NAA operates a sickness and injury absence policy, a group pension scheme, death in-service insurance, and a Health Cash Plan is offered to all eligible staff

- Opportunities for professional development are provided and NAA supports training to meet the needs of individual staff
- NAA is an Equal Opportunities Employer and values diversity