

**NORTHERN ARCHAEOLOGICAL ASSOCIATES LTD**

**JOB DESCRIPTION**

**SENIOR HERITAGE CONSULTANT**

**Salary scale:** £24,205 to £37,595

**Reporting to:** Directors and Business Manager

**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 Heritage Planning Team in providing advice, services and effective delivery of high level heritage planning consultancy programmes to ensure provision of a fully integrated heritage service

---

**Principal Duties**

- Delivery of high level heritage planning consultancy tenders, work programmes and project deadlines
- Take responsibility for the implementation and provision of consultancy projects to appropriate professional standards, within agreed budget and timescale
- Prepare historic environment chapters for environmental statements, archaeological impact assessments and desk-based assessments, and heritage statements and site appraisals
- Prepare project specifications, written schemes of investigation, cost quotations and ITT documentation
- Liaise with and provide planning advice to clients, maintain close working relationships with key clients, and substantially grow existing client base
- Liaise and negotiate with local planning authorities, national agencies and authorities, and other stakeholders
- Represent the Company at public enquiries, and high level client meetings and consultations
- Oversee and mentor more junior members of staff undertaking smaller consultancy projects, including editing and quality assurance of planning-related and other consultancy reports
  - Contribute to ongoing development of the wider Company business, promotion of the Company's heritage services, and the development and maintenance of the Company's Integrated Management System

### **Other Duties**

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

### **Qualifications and Expertise**

- A first degree or equivalent in archaeology or related discipline and a commensurately robust knowledge of British archaeology and heritage essential
- A post-graduate qualification specialising in the historic environment desirable
- Full knowledge of planning process and fully conversant with national historic environment legislation and planning policy, and relevant professional standards and guidance essential
- Demonstrable experience in the preparation of environmental statement chapters, desk-based assessments, heritage statements, and other heritage-related planning documentation using industry-standard methodologies essential
- Proven professional experience of working in a commercial heritage consultancy or planning-related environment essential
- Demonstrable experience of development of heritage services desirable
- Demonstrable report writing skills and professional communication skills essential
- Excellent time management skills essential
- Excellent IT skills including use of MS Office suite and AutoCAD desirable
- MCI(A) desirable
- CSCS card essential and recognised qualifications in Health and Safety at Work and First Aid desirable

### **Essential Attributes**

- The ability to lead a team
- Highly motivated, conscientious and able to act on initiative
- The ability to be flexible and to prioritise work within tight deadlines
- *Right first time* approach to all work

### **Other Requirements**

- Post-holder 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 home on assignments 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 25 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