

NORTHERN ARCHAEOLOGICAL ASSOCIATES LTD

JOB DESCRIPTION

SENIOR PROJECT OFFICER (Fieldwork)

Salary scale: £24,205 to £26,265

Reporting to: Directors and Project Managers

Work base: Marwood House, Barnard Castle, Co. Durham

Job type: Permanent, full-time

Leave: 20 days minimum plus statutory or public holidays

Main purpose of role: To assist Directors and Project Managers with the effective delivery of fieldwork programmes, liaison with clients and local authority archaeologists

Principal Duties

- To provide support to Directors and Project Managers in the delivery of fieldwork programmes, tenders and project deadlines
- To prepare time estimates, Written Schemes of Investigation, Risk Assessments and Site Safety Plans for fieldwork projects
- To direct medium- to large-scale excavations and when necessary, smaller-scale fieldwork
- To undertake post-excavation assessment/analysis, prepare grey literature reports and publication reports and assist with the preparation of archives for deposition
- To support Project Managers in overseeing more junior members of staff undertaking smaller excavation and evaluation projects, including completion of post-excavation reporting
- To assist in liaison with clients and local authority curatorial archaeologists and negotiation of agreements over the nature and level of work required for evaluation and mitigation
- To assist Directors and Project Managers with co-ordinating and managing programmes of fieldwork resulting from evaluation and mitigation so that they are completed to appropriate professional standards, time and budget
- To assist with community outreach and open days and the delivery of public lectures

Other duties

- To maintain personal and professional development to meet the changing demands of the job and to participate in appropriate training activities
- To undertake such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To work in a safe manner at all times and report any Health and Safety concerns to either the project managers or the NAA Health and Safety Co-ordinator

Qualifications and expertise

- A degree or equivalent in archaeology or related discipline essential
- A broad knowledge of British archaeology essential
- Demonstrable experience and competence in core fieldwork skills essential
- Meticulous recording skills essential
- Demonstrable experience and competence in post-excavation analysis reporting and publication essential
- Good communication and person-management skills essential
- An understanding of the legislative and planning framework relating to the historic environment desirable
- CSCS card essential
- Recognised qualifications in Health and Safety at Work and First Aid advantageous
- Experience in use of MS Word and Excel essential; CAD, total station and GPS use advantageous

Attributes

- The ability to learn and take direction
- The ability to be flexible and work within set deadlines
- Self-motivated, conscientious and able to use initiative
- *Right first time* approach to all work
- The ability to work as part of a team and as an individual without supervision

Other Requirements

- Post holder must hold full and valid UK (or EEA/international equivalent) Driving Licence and own transport. Any existing licence endorsements and points must be declared as part of application and acceptance of the post. All subsequent endorsements or points must be notified to the Office Manager
- Post holder will be required to use their own transport for business and will be expected to insure their car for Business use
- Post holder will be required to work on projects away from home/base as necessary

Additional Information

- Normal working hours are 8.30am – 5.00pm Monday to Friday. Normal site working hours are 8 hours per day, to include 0.5hr paid break. If additional hours are required, time off in-lieu or payment is normally allowed
- NAA operates a sickness and injury absence policy. A group pension scheme, death in-service insurance and a Health Cash Plan are also offered to all eligible staff
- Opportunities for professional development are provided and NAA supports training courses to meet the needs of individual staff
- NAA is an Equal Opportunities Employer