

JOB DESCRIPTION	
Job Title	Archaeological Officer (NSIPs) – HER and Archives
Service	Natural and Historic Environment
Directorate	Place and Sustainability
Job Title of Line Manager	Archaeology Manager (HER and Archives)
Grade	SO1
PURPOSE OF THE JOB <ul style="list-style-type: none"> To maintain and enhance the Historic Environment Record (HER) within the vicinity of NSIP schemes, as the primary source of heritage information in the county in line with national standards and guidance. To provide archaeological advice on agri-environment schemes and other environmental stewardship schemes according to agreed procedures. To deal with enquiries relating to the Historic Environment Record from the general public, professional archaeologists and other key NSIP stakeholders in line with County Council requirements. To supervise the accession and long-term curation of archaeological archives. To plan, prepare and contribute to the team's outreach and learning programmes. To liaise with regional and national colleagues to the maximum benefit of Cambridgeshire. Deliver work streams as instructed by the Archaeology Manager (HER and Archives) to assist the priorities of the HET in relation to the NSIPs programme and wider Natural and Historic Environment Service. 	
PRINCIPAL ACCOUNTABILITIES	
1.	Archaeology Store <ul style="list-style-type: none"> Work with the Archaeology Manager (HER and Archives) in the operation of the County's Archaeology Archive Stores, liaising with depositors and research users, whilst ensuring standards of curation to recognised levels and national standards. Supervise the accession and curation of archaeological archives from NSIP related archaeological work whilst acting as point of contact for support and advice for users and researchers.
2.	Historic Environment Record <ul style="list-style-type: none"> Work alongside the Archaeology Manager (HER and Archives) to ensure that the Historic Environment Record is maintained and enhanced to service performance targets and national standards. Ensure that council revenue raising processes are applied. Identify opportunities for further enhancements linked to NSIP schemes, leading on contributing to efficient database and GIS (Geographical Information Systems) systems to ensure accurate record keeping.
3.	Archaeological information <p>Provide archaeological information in response to enquiries from members of the public, Local Planning Authorities, professional archaeologists and other key NSIP stakeholders according to service performance targets and national standards</p>

4.	Agri-environment advice <ul style="list-style-type: none"> • Work with the Archaeology Manager (HER and Archives) to provide clear, appropriate and professional specialist advice for agri-environment schemes to colleagues, Natural England and other key stakeholders in relation to the management of Cambridgeshire's historic environment within the vicinity of the implemented NSIP schemes. • Ensure accurate records are kept to ensure correct and timely invoicing of Natural England.
5.	Outreach and learning <ul style="list-style-type: none"> • Contribute to the outreach and learning programmes undertaken by the service in relation to the NSIPs programme in order to promote public understanding of Cambridgeshire's archaeology and historic environment.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

PERSON SPECIFICATION	
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<u>Education, Qualifications and Training</u>	
Essential <ul style="list-style-type: none"> • Bachelor's Degree; HNC; HND NVQ Level 4; relevant professional qualification or experience in a relevant field of work Desirable <ul style="list-style-type: none"> • Relevant post-graduate qualification 	
<u>Experience and Knowledge</u>	
Essential <ul style="list-style-type: none"> • Proven knowledge of current archaeological methods and practice in the UK. • Understanding and experience of British archaeology. • Experience and understanding of archaeological archiving. • Proven experience of working with members of the public and other users/stakeholders. • Ability to assess, investigate and respond to enquiries and complaints. • Methodical approach to problem solving and record keeping. Desirable <ul style="list-style-type: none"> • Experience and understanding of Historic Environment Record enhancement projects. • Proven knowledge and expertise in maintaining and operating HER databases and GIS • Understanding of current legislation and guidance on archaeology. • Experience and understanding of Environment Stewardship schemes. • Experience of working with other aspects of curatorial archaeology other than Historic Environment Records. • Knowledge of Health and Safety and Risk Management requirements concerning planning for outreach projects. 	
<u>Ability and Skills</u>	
Essential <ul style="list-style-type: none"> • Excellent interpersonal and negotiation skills – able to communicate and correspond in a professional, open and constructive manner. • Ability to initiate and manage projects to produce high quality outputs. • Ability to prioritise workloads and projects (based on local factors and service requirements). • Ability to react positively to problems and issues, using knowledge and influencing skills to achieve desired outcomes. • Prior knowledge of HER databases and GIS. • Prior knowledge of post-excavation and archaeological archiving procedures • Demonstrable practical knowledge of Microsoft Office packages, GIS, specialist databases and IT and web-based investigation tools. • Commitment to continuous personal, team and service development. Desirable <ul style="list-style-type: none"> • Flexibility to work from home or other County Council locations. • Ability and willingness to travel around the county to areas where public transport is limited. • Awareness of the wider issues impacting the historic environment sector and willingness to contribute to ongoing developments and debates. 	