# Job Description and Person Specification

## Job details

Job title: **Lead Planning Archaeologist**

Grade: **NNC Band 6 (Spinal Points 14 to 17)**

Reports to: **Head of Planning Services (Minerals and Waste)**

Responsible for: **Planning archaeology** **work areas**

Directorate and Service area: **Place and Economy/Growth and Regeneration**

## Purpose of the job

To lead and support work tasks related to providing archaeological advice to the Council in relation to statutory planning work (the determination of planning applications/proposals and the preparation of local plans).

***Please note that the above service is also provided to West Northamptonshire Council through an Inter-Authority Agreement between North Northamptonshire Council and West Northamptonshire Council. The postholder will therefore carry out the above role and the principal responsibilities listed below for both authorities.***

## Principal responsibilities

1. In supporting and working with the Lead Planning Archaeologist, to be responsible for archaeological and directly associated historic built environment matters in respect of the statutory planning system, and to discharge this role by providing specialist advice relating to:

* Planning proposals to be determined by the Council.
* Preparation and production of local plans.
* Other significant plans, strategies and proposals as appropriate.

1. To represent and negotiate for the Council as appropriate in local, regional and national fora in support of relevant goals and objectives.
2. To contribute where appropriate to service planning, business management and staff development in the minerals and waste planning team and the wider Growth and Regeneration service area.
3. To ensure best use is made of all allocated resources to achieve timely and successful delivery of agreed goals and performance measures.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | Educated to degree level, in a relevant discipline.  A member of an appropriate professional body. | Post degree qualification in management and/or professional discipline. |
| Experience and Knowledge | Significant experience of working in the specialist areas of archaeology and the historic built environment.  Experience of providing archaeological advice in a statutory planning or related environment.  A good understanding of the statutory planning system, including the development control and development plan process.  A robust understanding of the legislative background and current practices in archaeology and the statutory planning system.  Clear understanding of the local government environment, political awareness and the major influences and challenges it faces. | A track record in developing projects associated with archaeology or the historic built environment.  Experience of project management and staff supervision.  Experience of working with private, public and voluntary sector organisation and developing effective partnership arrangements.  Experience of undertaking field work. |
| Ability and Skills | Able to work under pressure and have the ability to identify and manage demanding situations.  Able to work on own initiative.  Able to analyse and address complex issues including problem solving.  Highly developed interpersonal skills.  Excellent written and verbal communication skills including an ability to present complex issues clearly and confidently in public.  Able to present evidence on complex issues at public inquiries.  Excellent report writing and other written skills.  Able to travel freely (although car driving or ownership is not a prerequisite).  Proven negotiation skills with colleagues, private/public/voluntary sector partners and community interests.  Committed to public service.  Committed to corporate and collegiate working across the council.  Enthusiastic, not easily deterred and able to convey enthusiasm to others.  Able to inspire and motivate colleagues and generate a positive working environment. |  |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors |  |  |