

Job Description

Job Title	Archaeological Officer NSIPs (Development Management)
Service	Natural and Historic Environment
Directorate	Place and Sustainability
Line Manager	Archaeology Planning Manager
Grade	SO1

Overall purpose of the job

This job is a post working in support of the Archaeology Planning Manager and Senior Archaeologists. The main role is to support the delivery of management of the historic environment through the planning system, using secondary legislation and procedures as defined by central government, with special focus on the programme of Nationally Significant Infrastructure Projects (NSIPs).

It requires extensive liaison with developers, their consultants and agents, homeowners, contractors and engineers. The postholder is required to liaise with all parties, assess impacts on archaeological assets and devise programmes of archaeological fieldwork to record loss or harm to the significance of the County's archaeological resources, then to ensure the delivery of those programmes. This work is carried out on behalf of NSIP scheme promoters and all six planning authorities in Cambridgeshire.

Main accountabilities

1	Manage and Monitor Development Proposals
	<ul style="list-style-type: none"> • Monitor planning applications for proposals with potential impacts on heritage assets. • Provide clear, appropriate and professional specialist advice to colleagues, Local Planning Authorities and other key stakeholders in relation to the management of Cambridgeshire's historic environment. • Lead on the definition of the scope, aims and objectives of archaeological fieldwork undertaken through the planning process. • Monitor archaeological fieldwork and post excavation analysis to ensure compliance with planning obligations, nationally and regionally defined standards and promote best practice. • Liaise with key internal and external stakeholders to ensure that the results of archaeological investigations are made publicly accessible through the deposition of high quality reports with the County's Historic Environment Record • To promote public engagement, appreciation and understanding of the historic environment through the inclusion of effective outreach in fieldwork undertaken in support of development proposals.
2	Service and Expertise
	<ul style="list-style-type: none"> • Summarise and explain complex issues and options in a variety of formats and for different audiences.

	<ul style="list-style-type: none"> • Ensure the delivery of archaeological planning advice in accordance with legally defined timescales (Town and Country Planning Act) and NSIP Schemes (Planning Act 2008). • Contribute to the delivery of the service to monitor and enable developers' compliance with planning obligations. • Represent the business area and service at meetings with internal and external stakeholders in order to deliver outcomes. • Ensure Council's revenue policies are correctly applied.
3	Partnership working, liaison and communication
	<ul style="list-style-type: none"> • Promote partnership working by establishing and maintaining strong influential relationships with other agencies in order to facilitate joined up working. • Exchange relevant specialist and strategic project information with internal and external stakeholders in order to ensure a mutual awareness and understanding of key issues. • Actively engage with local organisations, elected members and Parish Councils to raise awareness of the historic environment to develop and maintain an understanding of best practice. • Ensure that any wider County Council issues encountered are fed back to the appropriate team.
4	Specialist cross team duties
	<ul style="list-style-type: none"> • Deliver work streams as instructed by the Archaeology Planning Manager, to assist the Natural & Historic Environment Service. • Lead on the implementation of monitoring and compliance programmes; compiling reports; and contributing to efficient database systems to ensure accurate record keeping. • Guide and support project work to ensure that objectives are met • Ensure value for money outcomes are achieved.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/Desirable
Bachelor's Degree; HNC; HND NVQ Level4; relevant professional qualification or experience	Relevant field of work	Essential
Relevant post-graduate qualification	Relevant field of work	Desirable

Knowledge	
Knowledge and understanding of current archaeological methods and practice in the UK.	Essential
Understanding of the application of the principles and procedures of local authority historic environment services, including the National Planning Policy Framework.	Essential
Knowledge of dealing with and negotiating with planning bodies, developers, members of the public and/or key stakeholders.	Essential
Ability to assess, investigate and respond to enquiries and complaints.	Essential
Methodical approach to problem solving and recordkeeping.	Essential
Ability to monitor site operations unsupervised and in a safe manner.	Essential
Understanding of specifying and monitoring archaeological fieldwork	Desirable
Understanding of current legislation and guidance on archaeology in the planning process.	Desirable
Ability to prioritise workloads and projects (based on local factors and service requirements).	Desirable

Skills	
Excellent interpersonal and negotiation skills – able to communicate and correspond in a professional, open and constructive manner.	Essential
Ability to initiate and manage investigations and projects to produce high quality outputs.	Essential
Ability to react positively to problems and issues, using knowledge and influencing skills to achieve desired outcomes.	Essential
Ability to use logical reasoning and analytical skills to make appropriate evidence based recommendations for further action.	Essential
Demonstrable ability to use IT systems	Essential

Commitment to continuous personal, team and service development.	Essential
Flexibility to work from home or other County Council locations.	Essential
Ability to travel around the County, including to remote locations.	Essential
Demonstrable practical knowledge of Microsoft Office packages, GIS, specialist	Desirable

Experience	
Experience of British Archaeology including fieldwork experience in a commercial environment.	Essential
Experience of archaeological fieldwork and site management in a commercial environment, with a wide range of sites, landscapes and techniques.	Essential
Experience in local government archaeology, including planning advice and Historic Environment Records.	Desirable