

# Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

## Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

### Job Details

Job Title:	Archaeology Lead	
Salary Grade:	Salary: £37,849-£40,760	Grade: 12
Hours:	37	
Team:	Environment and Heritage Group	
Service Area:	Strategic Infrastructure and Planning	
Primary Location:	County Hall, Oxford	
Budget responsibility:	Archaeology Staffing Budget (c. £138k) and a share of £45k income generation target across the Environment & Heritage Group	
Responsible to:	Environment & Heritage Group Manager	
Responsible for:	Historic Environment Records Officer, and Archaeologist	

### Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

Oxfordshire has an enviable quality of life, a rich and varied heritage, and a corporate priority to protect the environment, which includes the historic environment. This post provides a unique opportunity to lead key services within Oxfordshire through ensuring that the Historic Environment Record is maintained and enhanced, provide advice and information on the historic environment through the planning system, promoting the historic environment, and acting as the key relationship holder with internal and external stakeholders and partners.

- Responsible for the provision and development of archaeological and historic environment services to the County Council, District Councils, and the public.
- Overall responsibility for the provision of an efficient and effective planning and advice service and the development, and management of Oxfordshire's Historic Environment Record.
- Promote a better understanding of Oxfordshire's archaeological heritage and partnership working to protect our valuable assets.

Responsible for ensuring that all relevant County Council policies and procedures are adhered to and concerns are raised in accordance with these policies.



## Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

1. Ensure that the archaeology planning advisory role is carried out within agreed frameworks or agreements and meets the performance indicators identified.
2. Ensure that Oxfordshire's Historic Buildings Sites and Monuments Record database is managed, maintained and enhanced according to national policies, standards or best practice.
3. Act as the lead professional for the team, able to represent the county council at local and national events and planning inquiries.
4. Provide policy advice relating to county and district planning functions, such as local plans, minerals and waste plans and the local transport plan and develop policies or guidance on the historic environment.
5. Manage the archaeology team, including recruitment, the training and development of staff and volunteers.
6. Identify and take forward opportunities to improve and develop services and the business focus of the team
7. Set up and manage service level agreements, manage small tenders and contracts for services provided or procured, and take overall responsibility for external funding and associated staff.
8. Develop and maintain effective partnerships with national and other relevant agencies, and participate in programmes that protect or enhance the historic environment.
9. Work with and support community groups, local organisations and others in order to raise public awareness of Oxfordshire's heritage and the role of the County Council as a steward and manager of the archaeological resource.
10. Manage and monitor the archaeology team budget
11. Keep charging practices and the quality of services provided under review, manage the income generated and seek new external funding and income generation opportunities.
12. Manage the collection and reporting of data relating to the historic environment and services provided by the team.
13. Develop and maintain effective communications helping to promote the historic environment and the work of the team – including Member briefings, press releases and website material.
14. Contribute to the Environment and Heritage team as required.

## Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential and desirable criteria. The criteria are aligned to our [corporate values](#).



Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

### Essential Criteria

Assessed By:

Education to degree level or equivalent	A/D
Significant relevant experience of curatorial (public sector) archaeology at an authoritative and senior level	A/I
Direct experience in managing and developing staff	A/I
Experience of successfully managing and prioritising a complex and dynamic workload	A/I/T
Knowledge of legislation, the planning system, national policies or strategies relating to the historic environment and their application to curatorial archaeology	A/I/T
Significant knowledge and experience of archaeological fieldwork	A/I
A thorough knowledge of archaeological recording methodology and techniques for below and above ground remains	A/I
Knowledge and understanding of the management of Historic Sites and Monuments Records and application of the data	A/I
Confident user of Office ICT software including Word, Excel, Outlook	A/I
Ability to articulate complex information and issues to others using different styles of communication.	A/I/P
Has impact and influence, effectively motivating others to achieve goals	A/I
Takes responsibility for the provision of high standards of customer service to internal and external customers	A/I
Ability to develop and maintain effective internal and external relationships with a range of different stakeholders.	A/I

### Desirable Criteria

Assessed By:

Relevant postgraduate degree or training	A/D
Membership of the Institute of Field Archaeologists (IFA)	A/D
Budget setting and financial management	A/I
Confident user of GIS mapping data and software	A/I



Understanding of HBSMR or other HER databases	A/I
Experience of negotiating with developers to gain best outcomes for the historic environment	A/I

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/> Standard Disclosure and Barring Service check	<input type="checkbox"/> Basic Disclosure
<input type="checkbox"/> Disqualification for Caring for Children (Education)	<input type="checkbox"/> Overseas Criminal Record Checks
<input type="checkbox"/> Prohibition from Teaching	<input type="checkbox"/> Professional Registration
<input type="checkbox"/> Non police personnel vetting	<input type="checkbox"/> Disqualification from Caring
<input type="checkbox"/> Other (please specify):	

## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health & Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.	
The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).	
<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)



<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input checked="" type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

## Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

