

Newcastle City Council
Job Description



- Division:** Planning
- Post Title:** Archaeology Officer EE715
- Evaluation:** 536 Points **Grade:** N7
- Responsible to:** Team Manager Historic Environment and Urban Design
- Responsible for:** N/A
- Job Purpose:** Provision of archaeological advice relating to the conservation, management, utilisation and interpretation of the built and buried heritage of Newcastle and the districts of Gateshead, North Tyneside, South Tyneside and Sunderland, together with the development and maintenance of the Tyne and Wear Historic Environment Record.
- Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.
1. Assist with the development and implementation of the archaeological and conservation policies in the five districts of Tyne and Wear
 2. Assist the Planning Departments of the five districts of Tyne and Wear by providing advice on the archaeological implications of Planning Proposals and other works which might affect the archaeological heritage.
 3. Develop archaeological policies and procedures and input in to the preparation of the Local Plan, Supplementary Planning Guidance and other local authority policies
 4. Maintain, develop and make accessible the County Historic Environment Record.
 5. To account for income generated from allowing access to the Historic Environment records and other archaeological services
 6. To assist with the co-ordination, management and monitoring of archaeological projects as requested.
 7. Provide a comprehensive archaeological service to all sections of the community, including support to voluntary and community archaeology projects and organisations.

8. Attend internal and external meetings and site visits where appropriate.
9. Assist other officers in the Urban Design and Conservation Team in the maintenance and development of record systems to monitor the quality and efficiency of the services provided to the Districts and the wider community.
10. To liaise with Historic England, amenity societies and other related bodies regarding archaeological matters where necessary.
11. To give specialist evidence on archaeological matters at public inquiries. In relation to Newcastle City Council to represent the Team Manager or Head of Planning as requested at City Council Committees and at internal and external meetings and to appear at Public Inquiries or Public Meetings to present the Authority's or Directorate's case.
12. To assist the Team Manager in ensuring that the Team meets its performance targets and targets set in the Directorate Service Plan and relevant Corporate targets.
13. Specifically in Newcastle to assist the Head of Development Management in delivering an effective customer focused development management service that meets Corporate objectives and stakeholder aspirations
14. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
15. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.