

Person Specification Archaeology Officer



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Degree in Archaeology
- Experience of working on Historic Environment Records or in archaeology in the Planning system
- Excellent verbal and written communication skills
- Ability to work as part of a team or autonomously
- Proficient in the preparation of reports with good writing skills
- Ability to negotiate with applicants and developers and engage with contracting archaeologists, elected members and the public
- Proficiency and expertise in the use of GIS, databases and Microsoft Office

Desirable

- Previous experience of, or an understanding of, local authority systems relating to Planning and development.
- Experience of preparing Written Schemes of Investigation
- Membership of the ClfA

Part B

The following criteria will be further explored at the interview stage:

- Effective oral and written communication skills, in particular, evidence of the ability to give presentations and write succinct accurate reports.
- Approach to problem solving
- Ability to analyse complex archaeological issues and provide solutions to problems
- Understanding of Archaeological Planning Policy and legal framework relating to archaeology and development management
- Approach to prioritising work and meeting tight deadlines.

Additional Requirements

Driving licence