

Job Description

Post title	Finds Liaison Project Assistant
Job Evaluation	N12101
Grade	2
Service	Neighbourhoods & Climate Change
Service area	Environment – Environment & Design
Reporting to	Principal Archaeologist
Location	Your normal place of work will be Green Lane Offices, Spennymoor, but you may be required to work at any Council workplace within County Durham
Disclosure and Barring Service (DBS)	This post is not subject to a Basic/Standard/Enhanced Disclosure
Flexitime	This post is eligible for flexitime
Politically restricted	This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State

Description of role

To work alongside and assist the existing Finds Liaison Officers to advance understanding of the historic environment in the Northeast of England, working in both the Durham (County Hall) and Newcastle (Great North Museum) offices, by encouraging participation in the Portable Antiquities Scheme (PAS), identifying and recording archaeological objects found by members of the public and making the results accessible to all. In addition, the Project Assistant will undertake work on a specific project in each office: a Durham based Project related to the recording of a Roman pottery assemblage and dissemination of subsequent data; a Newcastle based project relating to the recording of an assemblage of artefacts from a Northumberland estate, and dissemination of subsequent data.

Duties and Responsibilities

- Training toward the provision of advice and guidance about the Portable Antiquities Scheme and its key aims to stakeholders and other relevant organisations, including the public
- Assisting in maintaining and development of relationships with metal-detector users and other finders in the specified geographic area through personal contacts, group meetings and outreach activities where appropriate
- Assisting, following training, in the identification and recording of finds using the Portable Antiquities Scheme database, to a national standard, photographing, scanning and drawing as necessary; and to seek advice from Finds Liaison Officer and Finds Advisors as necessary
- Following training, to give advice on requirements of the Treasure Act 1996, and Code of Practice and the statutory provision relating to the use of metal detectors on Scheduled Monuments; training given in how to act as advisor on finds of Treasure in liaison with local museums and coroners

- Assisting, following training, in how to promote awareness and understanding between all those who have an involvement or interest in the location and recording of portable antiquities
- Promote the Scheme and engage in outreach activities designed to raise awareness of the importance of recording finds and the value of the information collected at the local, regional, and national level
- Manage the daily operations and set projects of the Finds Liaison Project Assistant in respect to the priorities of the service.
- Develop DCC's commitment to Equality and Diversity and promote non-discriminatory practices in all aspects of work undertaken.
- Adhere to Durham County Council's Health and Safety Policies and Procedures, and access policy as well as other appropriate practices and guidelines.
- Undertake additional duties, as required, from time to time.
- Undertake training and development courses and programmes, as required.
- Show the highest integrity and confidentiality in the pursuance of these duties.

Organisational Responsibilities

Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Climate Change

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

Performance management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

Quality assurance (for applicable posts)

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

Management and leadership (for applicable posts)

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

Financial management (for applicable posts)

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

Person Specification

Attributes	Essential	Desirable
Qualifications	- Degree qualification, or equivalent in Archaeology or related discipline. - OR - Substantial relevant experience	- Postgraduate qualification, or equivalent experience, in Archaeology or related discipline - Completion of modules or studies which relate to object identification and/or recording
Experience	- Working with a wide range of people from different backgrounds and levels of understanding. - Archaeological artefact identification or of working within an archaeological/heritage organisation with an emphasis on finds recording and processing.	- Awareness of standards and good practice in respect of metal-detecting, treasure and portable antiquities - Managing and bringing to completion, and / or publication, archaeological research projects, of which artefactual material forms a component. - Working with metal-detectorists or similar groups
Skills and Knowledge	- Good written and verbal communication skills, including public presentation to relevant stakeholders. - Computer skills, experience of using databases to process large amounts of data - A flexible approach to working and some evening work at metal-detector clubs and other relevant societies and organisations	Knowledge of the Portable Antiquities Scheme, Treasure Act (1996) and associated processes.
Personal Qualities	- Good organisational and time management skills. - Demonstrable ability to prioritise individual workload to meet deadlines and complete projects.	Detail any criteria the performance of the post may benefit from.