

Job Detail

(Overview, Role Detail and Person Specification)

Salford Archaeology

School of Science, Engineering and
Environment

Senior Heritage Consultant

Grade 6 - Permanent

(Ref:MPF1981)

Role Title: Senior Heritage Consultant

Reports To: Director of Salford Archaeology



Overview

Salford Archaeology (SA) is part of the Centre for Applied Archaeology, an enterprise Centre within the School of Science, Engineering and Environment at the University of Salford.

Salford Archaeology's predominant activities are split into three generic areas of activity, to conduct commercial, developer led archaeological projects for a wide range of external clients; to manage, conduct and promote community archaeology/public heritage engagement and to undertake training, teaching, research and publication. With this holistic approach Salford Archaeology aim to provide the means by which these individual heritage sectors can effectively deliver, interact and collaborate together.

Salford Archaeology conduct and manage planning led archaeological projects for a wide variety of clients across the UK with a particular focus on the northwest and midlands areas. Services which are regularly undertaken include archaeological watching briefs, evaluations, excavations, building assessments, building surveys, field walking, desk-based assessments and consultancy services in advance of commercial development.

With a remit to managing and developing the heritage management and built heritage teams, Salford Archaeology are looking for an experienced Senior Heritage Consultant with an established record of heritage management delivery experience.

Possessing extensive experience in the production of Historic Environment Desk-based Assessments, Heritage Statements, Environmental Impact Assessments, Settings Assessments and Historic Landscape Characterisations, the individual will be expected to lead a team providing heritage advice, consultancy and built heritage services to our clients.

The successful candidate will have extensive knowledge of working within the archaeological and heritage sectors and will, as part of the Senior Management Group assist in the development and implementation of Salford Archaeology's business strategy to continue to deliver high quality services for our clients whilst also developing new income streams.

Role Detail

Role Purpose

The Senior Heritage Consultant will be dedicated towards the project management and delivery of commercial archaeological and heritage related projects. They will direct, manage and undertake the delivery of multiple projects, managing projects from start to completion.

They will organise, manage, monitor and be responsible for the work of project officers and archaeologists within the Heritage Management and Built Heritage areas. On a day-to-day basis they will be responsible for multiple projects.

The post holder will be predominantly office based. Onsite inspections and client meetings will be necessary. They will need to liaise with internal staff clients, archaeological officers and consultants on a regular basis and attend site meetings as required.

The successful candidate will also be required to expand Salford Archaeology's current portfolio of heritage management and built heritage services with a view to expanding into new markets.

To achieve this, the post holder will work in close collaboration with the Director and be part of the Senior Management Team within Salford Archaeology.

EDI Statement

It's true to say we are greater when we are equal. We want our students and colleagues to be incredibly diverse and right now we are taking positive steps towards creating an even more inspiring, inclusive and diverse learning and working environment. We want to celebrate the diversity of our University community in our everyday conversations.

Responsibilities

Under the direction of the Director the Senior Heritage Consultant will have the following responsibilities:

- Manage the heritage management and built heritage team.
- Lead the delivery of Historic Environment Desk-Based Assessments, Heritage Statements, Environmental Impact Assessments, Historic Landscape Characterisations.
- Proactively manage external client relationships, with the aim of growing the commercial income and reputation of Salford Archaeology.
- Undertake independently the production of small-medium sized tenders and grants/bids.
- Assist in the production of large-scale tenders and grants/bids.
- Undertake the management of the production of project documents, e.g., written schemes of investigation (WSI), risk assessments & method statements (RAMS), progress reports etc.
- Project manage the co-ordination and implementation of heritage management and built heritage projects.
- Management and supervision of project officers, supervising archaeologists, archaeologists, and members of the public participating in any of the organisation's engagement activities.
- Liaise with clients, archaeological officers and consultants on a regular basis and attend site meetings as required.
- Manage projects from start to finish, including the production and compilation of technical archaeological reports and publications.
- Financial responsibility for projects under their control.

The following list of duties whilst not comprehensive is intended to provide a more detailed overview of the activities with which the appointee will be involved:

- The organisation of equipment and staff to undertake the requirements of individual archaeological projects
- The organisation and maintenance of records for all archaeological work undertaken
- The formal preparation of pre-commencement and delivery documentation.
- Production of archaeological tenders (Small-Medium sized and assist in the production of larger tender documentation).
- Represent Salford Archaeology and its interests at site management meetings with clients and archaeological officers
- Project management of individual projects and liaison with staff, clients, curators, media, local authority personnel and the public.
- Internal training and support of members of staff to develop and enhance their skills.
- Assist in the collation and processing of financial and human resource-based documentation (invoices, timesheets, purchase orders etc).

Other requirements

- Use of a PC is a requirement of the role.
- The post-holder may be required to undertake significant travel to and from sites and overnight stays away from home may be required as part of the role.
- Perform any other duties appropriate to the grade as may be required by the Director.
- Bring to the attention of the senior management Group any matters relating to the health and safety of staff, clients, students, visitors and members of the public.
- Engage with the University's commitment to deliver value for money services that optimise the use of resources by maintaining a cost-conscious approach when undertaking all duties and aspects of the role.
- Promote equality and diversity for the public and staff and sustain an inclusive and supportive study and work environment in accordance with University policy.
- Ensure that equality and diversity issues are recognised within the workplace.
- This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person Specification

Qualifications

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
1	An Archaeological related degree	Essential	A
2	Full UK driving license	Essential	A
3	Membership of the Chartered Institute for Archaeologists (MCIfA) (Or commit to securing within 3 months of appointment)	Essential	A

Background & Experience

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
4	Significant previous experience of project management within the commercial archaeological sector	Essential	A, I, P
5	Significant experience delivering complex heritage management projects	Essential	A, I, P
6	Significant experience of the production of heritage management technical reports	Essential	A, I, P
7	Experience of preparing tender documentation	Essential	A, I, P
8	Experience of liaising with relevant bodies and clients.	Essential	A, I, P
9	Experience of managing health and safety within the archaeological environment	Essential	A, I, P
10	Experience of Built Heritage within a commercial environment	Desirable	A, I, P

Knowledge

	The successful candidate should have demonstrable knowledge of:	Essential/ Desirable	Tested by* A, I, P, T
11	UK Heritage Practice and Legislation	Essential	A, I, P
12	Current archaeological recording and survey techniques	Essential	A, I, P
13	Post-Medieval and Industrial archaeology	Essential	A, I, P
14	Relevant industry standards	Essential	A, I, P
15	Archaeological project management	Essential	A, I, P
16	North-west archaeology	Desirable	A, I, P

Skills & Competencies

	The successful candidate should demonstrate:	Essential/ Desirable	Tested by* A, I, P, T
17	The ability to train and mentor archaeological staff at all levels	Essential	A, I, P
18	Well-developed communication and organisational skills	Desirable	A, I, P
19	The ability to produce commercial archaeological documentation, including heritage statements, setting assessments and ES chapters on archaeological and cultural heritage.	Essential	A, I, P

20	The ability to co-ordinate and implement multiple archaeological projects at any one time	Essential	A, I, P
21	IT Skills commensurate with the requirements of the role	Essential	A, I, P
22	Accuracy and attention to detail	Essential	A, I, P
23	Excellent negotiation skills and ability to influence colleagues who are in external organisations, or in other parts of the same organisation	Essential	A, I, P
24	Excellent inter-personal skills, being able to relate effectively to all levels within a large organisation, from Chief Executive downwards, as well as with small organisations	Essential	A, I, P
25	Team working skills	Essential	A, I
26	The ability to contribute and challenge on how Salford can improve the way in which we engage with our diverse internal and external community and become more inclusive.	Essential	A, I
27	Demonstration of initiative to identify and develop opportunities	Essential	A, I, P

A = Application form, I = Interview, P = Presentation, T = Test

Details of any assessments required will be provided in the invitation to interview letter.

- Appointments to grade 7 and above will normally include a competency-based interview and presentation and in some instances a work-based simulation exercise.

Candidate guidance

Strong applications will demonstrate experience relevant to the essential and desirable criteria. You should aim to be as concise and succinct as possible when providing your narrative, as this will greatly assist the shortlisting panel in reviewing your application.