

Role Profile

Part A - Grade & Structure Information

Job Family Code	9RT	Role Title	Archaeological Officer
Grade	PS9	Reports to (role title)	Historic Environment Planning Team Manager
		Directorate	ET&I
JE Band	314-370	Service	Planning & Development
		Team	Historic Environment Planning
		Date Role Profile was created	Jun-20

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To provide and develop an archaeological development control service, working in partnership with other organisations as appropriate to support the protection and recording of Surrey's archaeology and to ensure high professional standards of work under the terms of the National Planning Policy Framework (NPPF) and other relevant legislation. To develop initiatives to support the conservation and understanding of Surrey's archaeology.
Work Context	The Historic Environment Planning Team provides a suite of conservation and heritage management advice and guidance services to a number of external stakeholders and partners, as well as directing the heritage policy of the County Council and advising on the maintenance of the County's own historic and Listed buildings. This post is a specialist advisory support and technical study role, and will be involved in contributing to the development of Countywide archaeological and heritage strategies and implementation of joint programmes of work. It supports the work of many other posts, particularly in some district councils and is a key post in helping to deliver the team's commercial activities.
Line management responsibility if applicable	None
Budget responsibility if applicable	None.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives. <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Input as required to the development of strategies and policies. • Provide guidance and support to stakeholders as required to ensure policy and specification compliance. <p>People & partnerships</p> <ul style="list-style-type: none"> • Deliver high quality technical advice/ services engaging a range of stakeholders. • Liaise, communicate and build relationships with other departments, customers, partner organisations, agencies and/or contractors to engage and consult on plans or projects as appropriate. • May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained. <p>Resources</p> <ul style="list-style-type: none"> • Ensure that work and projects are delivered within agreed resources and assist with

	<p>budget/resource management in accordance with council policies and procedures.</p> <ul style="list-style-type: none"> • May have delegated responsibility for a budget(s). <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Appropriate technical qualification at Degree, HND or HNC level. • May require a specialist technical qualification or membership of an appropriate professional institution. • Sound understanding of subject matter, legislation, principles and practices relevant to the technical area. • Ability to apply project management principles and techniques to manage a range of projects through to completion. • Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Ability to work on own initiative, with solution focused problem solving skills. • Proven written and oral communication with the ability to engage and work in collaboration with others. • Comprehensive knowledge of computerised business systems.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Degree or diploma in an appropriate discipline (History, Archaeology).</p> <p>Membership of an appropriate professional body (Chartered Institute for Archaeologists) or demonstrable equivalent experience.</p> <p>Detailed and up to date knowledge of British archaeology, and archaeological and related heritage legislation.</p> <p>Knowledge of other relevant legislation including planning law.</p> <p>Thorough understanding of report preparation and of the need to ensure high professional standards.</p> <p>Relevant computer applications, especially in GIS</p> <p>Excellent communication skills both orally and in writing. Able to communicate confidently and effectively with a wide range of people.</p> <p>Presentation skills.</p> <p>Excellent negotiating skills.</p> <p>Organisational ability.</p>
Role Summary	<p>Roles at this level are technical specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>