

Job Description and Person Specification

Role: Archaeology and Records Officer



Job Description

Job Title	Archaeology and Records Officer
Grade	6
Service	City Services
Reports to	Urban Design and Heritage Manager
Location	City Centre – One Friargate
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

Under the general direction of Urban Design and Heritage Manager:

1. Deliver a high quality archaeologist and historic environment service in a way that contributes to the achievement of the City Council's vision and objectives for a growing and sustainable city.
2. To be the principal lead officer and advisor in archaeology matters.

Main Duties & Key Accountabilities

1. To provide professional advice on archaeology and heritage issues to Members, Senior Officers, external partners and the general public.
2. To project manage archaeology capital projects.
3. To support the Development Management process by providing technical comments/ recommendations and potential solutions on planning applications and pre-application enquiries taking into account economics, cost planning and viability. Where necessary represent the Council at appeal giving evidence at hearings, local inquiries and in court.
4. To establish and maintain good links with external heritage bodies and assist with bids for external funding to support heritage improvements.
5. To assist, prepare and implement policies and strategies for archaeology for inclusion in either local or national policy frameworks and advise on the implications of other policies.
6. Assess the special architectural and historic interest and importance of buildings and areas and advise on their appropriateness for designation, listing or scheduling, and maintain accurately and regularly the relevant records.
7. Carry out research into, maintain information and publish material on the local historic environment.
8. Maintain and update the Historic Environment Record (HER) though:
 - a. Updating the methodology
 - b. Creating thematic and chronological interpretative maps
 - c. Update the digital constraints maps
 - d. Include statutory information is included in the HER
 - e. Improve the publicly accessible computerised HER

9. Assist the Urban Design and Heritage Manager with relevant capital and revenue budgets and contribute to ways to maximise income and other funding.
10. Represent the Directorate at Cabinet, Cabinet Member meetings, Panels, Members Groups, Tribunals, Courts, Inquiries, and in public meetings, etc.
11. Be proficient in the use of IT systems to ensure appropriate records and files are maintained.
12. Contribute actively to the achievement of a good customer focused approach to service delivery within the section, participating in the development and maintenance of quality systems to ensure continuous monitoring and improvement to service quality and customer satisfaction for the service provider.
13. Be able to work on own initiative and as part of a team, demonstrating flexibility in the approach to work as required by the service.
14. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Key relationships

External	Internal
Local residents and communities, planning applicants and agents, Statutory and non-statutory consultees, Parish Councils, Neighbouring Authorities, other stakeholders	Elected Members, Planning Colleagues (Development Management and Policy and Environment), Housing and Licensing, Highways, Flood Risk and Drainage, other internal colleagues.

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

<p>Staff managed by postholder:</p> <p>Not applicable</p>

Person specification

Job Evaluation Code	
Knowledge	
Detailed knowledge of archaeology principles, practice and law.	
Knowledge of customer care and the principles of equal opportunities in providing an archaeology and historic environment function.	
Knowledge of the development process including economics, cost planning, valuation, and different forms of contract with specific reference to heritage assets.	
Knowledge of the principles of project management, regeneration, the partners involved and of sources of funding.	
Good working knowledge of GIS mapping techniques and applications particularly the Exegesis HBSMR system.	
Skills and Abilities	
Good communication skills (written and verbal and presentational).	
Innovative approach to problem solving	
To seek and use resources effectively and deliver projects on time and within budget.	
To carry out or commission research, analysis and recording of the historic environment.	
The analysis and evaluation of quality of design, existing and proposed, of buildings and areas and present such analysis in a way understandable to lay and expert audiences.	
Good negotiation skills	
Be proficient in the use of IT packages	
Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative.	
Able to travel around the city to undertake site visits	
Experience	
Providing technical advice to a range of audiences on British Archaeology principles, practice and law.	
Working with a range of bodies to promote heritage assets and supporting voluntary and community projects	
Preparation of archaeology policy and related publications	
Experience of using computer databases, and Microsoft packages such as powerpoint, excel, word and outlook	

Qualifications
Degree or Post Graduate Diploma in Archaeology
Additional qualification in Town Planning or related discipline would be beneficial.
Experience of creating, managing and maintaining historic environment or similar records using databases and GIS
Membership of the IFA or IHBC
Special Requirements
<ul style="list-style-type: none"> • May be required to travel in the course of duties • May be required to work outside office hours. • Willingness to undertake any necessary formal training <p>A valid driving licence would be preferable for this role to carry out site visits but is not essential.</p>

Date Created	November 2019	Date Reviewed	August 2024
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