



Coventry City Council

Job Description

Job Title:	Archaeology and Records Officer	Job Number:	A5519
Directorate:	Place	Post Number:	
Service:	Streetscene and Regulatory Services	Grade:	6
Location:	City Centre		

Job Purpose:

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 and Responsibilities:

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) through:
 - 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.

Responsible for: -

Responsible to: Urban Design and Heritage Manager

Date Reviewed: November 2019

Updated: August 2020



Coventry City Council

Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none"> Detailed knowledge of archaeology principles, practice and law.
	<ul style="list-style-type: none"> Knowledge of customer care and the principles of equal opportunities in providing an archaeology and historic environment function.
	<ul style="list-style-type: none"> Knowledge of the development process including economics, cost planning, valuation, and different forms of contract with specific reference to heritage assets.
	<ul style="list-style-type: none"> Knowledge of the principles of project management, regeneration, the partners involved and of sources of funding.
	<ul style="list-style-type: none"> Good working knowledge of GIS mapping techniques and applications particularly the Exegesis HBSMR system.

Skills and Abilities:	<ul style="list-style-type: none"> Good communication skills (written and verbal and presentational).
	<ul style="list-style-type: none"> Innovative approach to problem solving.
	<ul style="list-style-type: none"> To seek and use resources effectively and deliver projects on time and within budget.
	<ul style="list-style-type: none"> To carry out or commission research, analysis and recording of the historic environment.
	<ul style="list-style-type: none"> 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.
	<ul style="list-style-type: none"> Good negotiation skills
	<ul style="list-style-type: none"> Be proficient in the use of IT packages
	<ul style="list-style-type: none"> Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative.

Experience:	<ul style="list-style-type: none"> Providing technical advice to a range of audiences on British Archaeology principles, practice and law.
	<ul style="list-style-type: none"> Working with a range of bodies to promote heritage assets and supporting voluntary and community projects

	<ul style="list-style-type: none"> • Preparation of archaeology policy and related publications
	<ul style="list-style-type: none"> • Experience of using computer databases, and Microsoft packages such as powerpoint, excel, word and outlook

Educational:	<ul style="list-style-type: none"> • Degree or Post Graduate Diploma in Archaeology
	<ul style="list-style-type: none"> • Additional qualification in Town Planning or related discipline would be beneficial.
	<ul style="list-style-type: none"> • Experience of creating, managing and maintaining historic environment or similar records using databases and GIS
	<ul style="list-style-type: none"> • Membership of the IFA or IHBC

Special Requirements:	<ul style="list-style-type: none"> • May be required to work outside office hours • May be required to travel in the course of duties • Willingness to undertake any necessary formal training
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