

Role Profile

Part A - Grade & Structure Information

Job Family Code	7PE	Role Title	Archaeological Officer
Grade	PS7	Reports to (role title)	Archaeological Operations Manager
JE Band	228-268	Directorate / School	Resources
Date Role Profile was created	Oct-26	Service / Department	Cultural Services - Libraries & Heritage
<u>Agile</u>	Community	<u>DBS Requirement</u>	Not Required

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 support the Archaeological Team Manager in the planning, delivery and completion of a diverse programme of archaeological fieldwork across Surrey, ensuring projects are undertaken to professional standards and within agreed timescales. The role is responsible for organising and carrying out a range of archaeological investigations, including watching briefs, evaluations, excavations and post-excavation analysis, as well as producing accurate records, reports and recommendations that contribute to the understanding, protection and management of Surrey's historic environment.
Work Context	<p>Surrey Heritage delivers services that preserve, investigate and promote Surrey's rich historic environment, supporting residents, communities, researchers and visitors to better understand and engage with the county's heritage. The service brings together expertise in archaeology, archives, local studies, learning, community engagement and heritage partnerships, maintaining key heritage resources and delivering projects that support conservation, education, public participation and cultural enrichment. Increasingly, the service utilises digital technologies and innovative engagement methods to widen access to heritage collections, records and archaeological discoveries, while contributing to the Council's wider objectives around place, identity, inclusion and community wellbeing.</p> <p>The service provides professional archaeological advice and delivers a wide range of archaeological fieldwork, post-excavation and research projects across the county. Based at Surrey History Centre in Woking, the post combines site-based archaeological investigations with office-based analysis, reporting and project support activities. The role also contributes to public engagement, outreach and educational initiatives where required, helping to share archaeological findings with a broad range of audiences. Regular travel across Surrey is required, together with occasional evening or weekend working to support operational and community-focused activities. The post reports to the Archaeological Operations Manager.</p>

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>Service Development</p> <ul style="list-style-type: none"> • Manage the daily running of a customer facing service to ensure a high level of customer satisfaction. • Review and make recommendations for the improvement of relevant business processes and practices. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Assist in development and project work, and working with other staff to provide information and feedback. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Maintain specialist archives or records relevant to the service area. • Provide advice and support to projects using specialist knowledge. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Maintain relevant accounts as part of the day to day running of the service. <p>Work with others</p> <ul style="list-style-type: none"> • Liaise, communicate and work in partnership with other internal departments, partner organisations, the community and volunteers. <p>People Management</p> <ul style="list-style-type: none"> • May coordinate, supervise and guide team members. <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 work alongside colleagues in the maintenance of a safe working environment reporting incidents, accidents, repairs and maintenance promptly and taking appropriate action as required. Adherence to safe working under the health and safety policy is required.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Vocational Qualifications Level 3/4 or equivalent in relevant field with practical knowledge of the service area, or equivalent experience. • For some roles a relevant degree may be required. • Understanding of relevant contextual legislation, processes and procedures relating to the service. • Ability to provide advice to members of the public and colleagues on specialist areas relevant to the role. • Good knowledge of basic IT software packages. • Sound knowledge of how to provide excellent customer care. • Effective written and oral communication and interpersonal skills able to build relationships with a range of stakeholders. • Problem solving skills or ability to undertake process or practice improvement with minimal support. • Ability to supervise others and work effectively as part of a team. • Ability to manage discrete projects or implement service improvements.

Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Relevant qualification or training in Archaeology, or equivalent experience.</p> <p>Knowledge of archaeological fieldwork methods and practice.</p> <p>Good understanding of archaeology, history and prehistory.</p> <p>Experience of archaeological fieldwork, including excavations, evaluations and watching briefs.</p> <p>Experience of post-excavation processes and archaeological report writing.</p> <p>Good IT skills, including Microsoft Office applications.</p> <p>Strong organisational, communication and teamworking skills.</p> <p>Ability to supervise fieldwork activities and work independently when required.</p> <p>Full UK driving licence and ability to travel across Surrey.</p>
Role Summary	<p>Roles at this level provide a practical front line support service in a specialist area working as necessary with volunteers, community, professional groups and local organisations to ensure provision of a service. They may supervise a team and manage delivery in their own service area or hold knowledge used to provide a specialist service to the public with in-depth knowledge and understanding of a particular functional area. Planning and organising is a key element, mainly in terms of planning own time, planning and prioritising for the weeks ahead. Although most work will follow established patterns, initiative is needed to resolve problems and queries based on experience and judgement, mainly without reference to others, but with access to clear guidance.</p>
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