

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>10RT</b>	<b>Role Title</b>	<b>Senior Archaeologist</b>
<b>Grade</b>	PS10	<b>Reports to (role title)</b>	<b>Principal Archaeologist</b>
		<b>Directorate/School</b>	<b>Planning and Environment</b>
<b>JE Band</b>	371-438	<b>Service / Department</b>	<b>Place</b>
		<b>Date Role Profile was created</b>	<b>Sep-25</b>

## 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.

<b>Role Purpose</b> including key outputs	To provide an archaeological advice 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.
<b>Work Context</b>	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 role, and will be involved delivering the 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.
<b>Line management responsibility</b> if applicable	Deputise for the Principal Archaeologist as required.
<b>Budget responsibility</b> if applicable	None
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>• Implement countywide strategies and support the development of long term planning.</li> <li>• Lead projects and reviews within a technical area of work to support and enhance service delivery.</li> <li>• Plan workloads and secure resources to enable the team/s to achieve a quality service.</li> </ul> <p><b>Policy &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>• Provide technical advice and recommendations within defined policy and procedures to ensure compliance with relevant legislation, policies and industry standards.</li> <li>• Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance.</li> </ul> <p><b>People and partnerships</b></p> <ul style="list-style-type: none"> <li>• May manage a team operating in a specialist area or oversee the delivery of a range of support services to a service or function.</li> <li>• Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service.</li> <li>• Monitor and support the performance management and development of team members to ensure that individual contributions are maximised.</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Assist with budget/resource/ funding management in accordance with the organisation's policies and procedures.</li> <li>• May have delegated responsibility for a budget(s).</li> </ul> <p><b>Analysis, Reporting &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>• Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making.</li> <li>• Analyse and make recommendations for improvement or development of existing systems, processes or policy.</li> </ul> <p><b>Duties for all</b></p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: Responsible for ensuring health and safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area. .</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>

<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject.</li> <li>• May require a specialist technical qualification or membership of an appropriate professional institution.</li> <li>• Significant practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.</li> <li>• Comprehensive understanding of subject matter, legislation, principles and practices relevant to the technical area.</li> <li>• May require previous management experience including staff supervision, development and organisational skills.</li> <li>• Proven ability to apply project management principles and techniques to manage a range of projects through to completion.</li> <li>• Proven ability to establish and maintain highly effective working relationships with a range of stakeholders.</li> <li>• Comprehensive knowledge of computerised business systems.</li> <li>• Proven written and oral communication with the ability to influence and work in collaboration with others.</li> <li>• Ability to understand, meet and exceed customer expectations.</li> <li>• Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions.</li> </ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<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>Knowledge of relevant computer applications, especially in GIS</p>
<b>Role Summary</b>	<p>Roles at this level typically lead and manage the work of a specialist team and/or they may hold a technically specialist professional role providing complex advice or managing specialist projects. They will use technical knowledge to audit or analyse situations and data to aid them in ensuring regulatory or technical compliance of others. They will work closely with a range of agencies and stakeholders to ensure delivery of agreed industry and service standards in a cost effective way. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>
<b>Reference Number</b>	<p style="text-align: center;">BM-2025-373</p>