

Role Profile

Part A - Grade & Structure Information

Job Family Code	10PE	Role Title	Archaeological Operations Manager
Grade	PS10	Reports to (role title)	Service Manager: Libraries and Heritage
JE Band	371-438	Directorate / School	Resources
Date Role Profile was created	Sep-26	Service / Department	Cultural Services, Heritage Service
<u>Agile</u>	Information	<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 lead Surrey County Archaeological Unit (SCAU) and manage archaeological fieldwork, post-excavation, commercial and outreach projects, from initial enquiry through to completion, ensuring client requirements, professional standards, budgets and timescales are achieved. Prepare and negotiate project proposals, tenders, cost estimates and specifications, and oversee project financial performance, invoicing and cost recovery. Undertake and coordinate archaeological assessments, investigations and recording work, providing professional advice and recommendations to support planning and development requirements. Plan, resource and supervise fieldwork and post-excavation activities, ensuring appropriate staffing, logistical support, quality standards, health and safety compliance, and timely report production. Monitor project delivery and team performance to ensure archaeological work is completed efficiently and in accordance with professional, operational and statutory standards. Promote public engagement, education and participation in Surrey's historic environment, supporting the delivery of the Surrey Heritage Strategy through Archaeology. Develop and maintain effective partnerships with clients, stakeholders, local authorities, heritage organisations and other internal and external partners to achieve shared objectives. Champion equality, diversity and inclusion, ensuring these principles are embedded in service delivery, team management and stakeholder engagement.
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Work Context	To work closely with the Service Manager: Libraries and Heritage to provide the vision and direction to contribute to service development, research, strategic planning and decision-making to support the objectives of Surrey Heritage and the County Council. The role holder will have the freedom to make complex decisions in consultation with the Service Manager: Libraries and Heritage. To support effective working relationships and partnerships acting as an ambassador and advocate with internal and external organisations, ensuring that an appropriate image is always presented To deputise for the Service Manager- Libraries and Heritage at local, regional and national level as appropriate The role holder will utilise all the resources, skills, knowledge and expertise for the benefit of the whole service. The role holder will line manage a teams of archaeologists to deliver a high-quality archaeology services which is recognised across the county as delivering excellence to all its customers The role holder will be required to work flexibly and travel extensively in Surrey and outside the county, and will occasionally be required to work unsocial hours including weekends, in order to carry out the key functions of this role
Line management responsibility if applicable	Direct management of approximately seven permanent professional staff together with temporary staff, volunteers, consultants and contractors.
Budget responsibility if applicable	Management of approximately £34,000 operational budget and income generation of approximately £300,000 through archaeological projects.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Service Development • Contribute to the development and achievement of business plans to develop and implement agreed strategy. • Promote and manage the delivery of the service to meet the needs of the public. Planning & Organising • Manage the planning and delivery of the programme of work/workloads within their area of responsibility to achieve a quality service, and ensure any technical and statutory requirements are met. Analysis, Reporting & Documentation • Analyse and make recommendations for improvement or development of existing systems, processes or policy to support decision making. Finance/Resource Management • Assist with budget/resource/funding management in accordance with the organisation's policies and procedures, and may have revenue generation targets. Work with others • Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or contractors on operational issues to share knowledge or best practice and ensure quality, integrated service delivery. People Management • Manage an operational team or specialised function, and organise deployment of staff and work and/or appropriate support for service users. • Monitor and support the performance management and development of team members, using a coaching approach, to ensure that individual contributions are maximised. Duties for all

	Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To be responsible for ensuring health & 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. To have regard to and comply with safeguarding policy and procedure as appropriate.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Degree and/or relevant professional qualification and experience, or considerable experience of working within the service area. • Thorough knowledge of the service/functional area. • Strong customer focus and the ability to listen to and understand customer needs to ensure excellent services are provided. • Ability to understand and monitor budgets in accordance with financial procedures. • Proven written and oral communication and interpersonal skills with and the ability to create and maintain effective working relationships at all levels. • Proven IT skills and able to use technology to be effective in the role. • Ability to prioritise and plan and make best use of personal and project resources in achieving performance objectives. • Ability to manage a range of complex or high profile projects through to completion. • Experience in successful recruiting, managing, coaching and developing of staff.
Details of the specific qualifications and/or experience if required for the role in line with the above description	Degree in Archaeology or a related discipline Professional archaeological accreditation with Chartered Institute of Archaeology (CIFA) at Member Level or willingness to qualify within 6 months Extensive archaeological project management experience Knowledge of archaeology, planning policy, legislation and health and safety requirements Experience of specialist archaeological IT systems such as GIS package, ArcView etc Willingness and ability to work flexibly and travel extensively in Surrey and outside the county, and will occasionally be required to work unsocial hours including weekends, in order to carry out the key functions of this role.
Role Summary	Roles at this level lead and manage the work of larger teams providing an operational service to enable customers to make informed use of the service, facility, or to obtain information or entitlement, or providing services in the community to standards and budgets. Alternatively they may be an experienced professional/specialist leading the implementation of strategy in a particular area. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will work closely with customers, staff, partners, agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and improving service delivery. These roles will contribute to the development and achievement of their area's business plan and to longer-term development. They will work largely autonomously with access to guidance from more experienced professionals.
Reference Number	BM-2026-321