

NORTHERN ARCHAEOLOGICAL ASSOCIATES

JOB DESCRIPTION

Finds Project Officer

Salary Scale: £23,087.86–£26,352.76 (dependent on experience)

Reporting to: Post-Excavation Manager and Finds Manager

Work base: Marwood House and 5A, Harmire Enterprise Park, Barnard Castle, DL12 8BN

Main purpose of role: To supervise and inform on the delivery of the post-excavation programme associated with all NAA excavations. To undertake, where appropriate, specialist assessment and analysis of finds, and produce reports suitable for archive and publication.

Principal Duties (working under the direction of the Post-Excavation Manager and the Finds Manager)

- To oversee all aspects of finds processing including washing, marking, bagging, preliminary ID, cataloguing and database entry
- To supervise staff undertaking finds processing duties, to help ensure projects are completed to appropriate professional standards and delivered within agreed timescales and budget
- To identify staffing and procedural requirements that will ensure maximum efficiency
- Liaise with specialists, fieldwork personnel, illustrators, and archiving and outreach staff to provide access to finds
- To supervise digital data arising from NAA projects and ensure suitability of this for internal NAA post-excavation management and external archiving purposes including the ADS
- To undertake, where appropriate, specialist assessment and analysis of finds, and produce reports suitable for archive and publication
- To assist with community outreach and public open days
- Assist with the ongoing development and maintenance of the company's Integrated Management System

Other Duties

- To maintain personal and professional development to meet the changing demands of the job and to participate in appropriate training activities
- To undertake such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To work in a safe manner at all times and report any Health and Safety concerns to either the line manager or the Company Health and Safety Coordinator

Qualifications and Expertise

- A degree or equivalent in archaeology or related discipline is essential
- A broad understanding of British archaeology essential
- Previous experience of finds processing and an understanding of best practice for post-excavation procedures, curation of finds, storage and deposition of archives.
- A demonstrable finds specialism(s) and proven track record in finds assessment reporting and publication
- Ability to work in an organised and methodical way and to keep meticulous records
- Good communication and person-management skills essential
- Good IT skills essential

Attributes

- The ability to learn
- The ability to be flexible and work within set deadlines
- Self-motivated, conscientious and able to use initiative
- Right first-time approach to all work
- The ability to work as part of a team and as an individual with supervision

Other Requirements

- A full and valid UK (or EU/EEA/International equivalent) Driving Licence is desirable

Additional Information

- Normal working hours are 8.30am–5.00pm Monday to Friday. If additional hours are required, then time off in-lieu or payment is normally allowed
- Holiday entitlement will be 28 days including statutory or public holidays
- The Company operates a sickness and injury absence policy. Permanent staff benefit from a group pension scheme and death in-service insurance and a Health Cash Plan is offered to all eligible staff
- Opportunities for professional development are provided and the company supports training courses to meet the needs of individual staff
- Northern Archaeological Associates is an Equal Opportunities Employer