

JOB DESCRIPTION

PROJECT MANAGER

Reporting to: Head of Archaeology

Responsible for: Project staff

Work base: Marwood House, Barnard Castle, Co Durham

Main purpose of role: In conjunction with the Project Manager (Operations) tender for, manage and co-ordinate consultancy projects, fieldwork projects, and post-excavation programmes, produce tender documents, and assist with business development.

Principal Duties

- Extending and developing our client base. Securing, management and delivery of projects to appropriate professional standards and within agreed budget and timescale
- Implementation and management of consultancy and fieldwork projects and line management of relevant staff
- Build and maintain close working relationships with new and existing key clients
- Preparation of fee proposals and tenders
- Liaison with local authority curatorial archaeologists, Historic England, and other consultees, and negotiation of agreements over the nature and level of work required for assessments, evaluation and mitigation
- Preparation of written schemes of investigation and other documentation for consultancy and fieldwork projects
- Undertake post-excavation assessment/analysis and report preparation, and manage others undertaking this work under your direction in collaboration with other managers
- Reviewing and editing planning consultancy reports, grey literature reports, assessment reports, and publication reports for content and accuracy
- Contribute to ongoing business development, promotion of the company's products and services, and the development and maintenance of the company's Integrated Management System.

Other duties

- Input into internal training programme
- Delivery of public lectures and seminars to clients
- Maintain personal and professional development to meet the changing demands of the job and to participate in appropriate training activities
- 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 post

- Work in a safe manner at all times and report any health and safety concerns to the Company Health and Safety Co-ordinator or Director

Qualifications and expertise

- A degree or equivalent in archaeology or related discipline
- Significant experience (three years or more) in the commercial archaeology and consultancy sector at Project Manager level
- A broad knowledge of British archaeology
- Experience in all of the principal duties set out above
- Proven publication record
- Strong report and letter writing skills
- Good IT skills
- Excellent communication and management skills
- Recognised qualifications in Health and Safety at Work

Attributes

- The ability to be flexible and work within tight 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 without supervision

Other requirements

- Post holder must hold a full and valid driver's licence
- Post holder may be required to use own transport for business
- Post holder may be required to stay away from home on projects as necessary

Additional Information

- Normal working hours are between 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 25 days minimum plus statutory or public holidays
- The Company operates a sickness and injury absence policy. A group pension scheme, death in-service insurance and a Health Cash Plan is also offered to all eligible staff
- Opportunities for professional development are provided and the Company supports training courses and CPD to meet the needs of individual staff
- NAA is an Equal Opportunities Employer