

NORTHERN ARCHAEOLOGICAL ASSOCIATES

JOB DESCRIPTION

Finds Manager

Salary Scale:	£26,614.00 – £31,974.20
Reporting to:	Post-Excavation Manager
Direct staff responsibilities:	Post-Excavation Supervisors, Assistant Supervisors and Assistants
Work base:	Marwood House, Harmire Enterprise Park, Barnard Castle, DL12 8BN
Main purpose of role:	To assist the Post-Excavation Manager with management and coordination of the post-excavation, reporting and publication programme

Principal Duties

- For allocated projects, co-ordinate and manage the finds, environmental and archiving work programme, including external specialists, to ensure resources are optimised and all work is completed on time and to budget
- Maintain a close and positive working relationship with the Post-Excavation Manager, Project Managers and others to ensure efficient delivery of projects to the required quality
- When required, review and edit finds reports and collate into publication text, ensuring accurate content, proofing and readability. Ensure reports meet appropriate NAA and professional standards
- Undertake research, where appropriate, and produce reports suitable for archive and publication
- With the Post-Excavation Manager, organise and monitor the work of the Finds Project Officer, Supervisors and Assistant Supervisors
- Line management of Post-Excavation Supervisors, Assistant Supervisors and Assistants
- Work with the Post-Excavation Manager to promote NAA post-excavation services
- Develop networks and links with external partners and support outreach projects where required
- Contribute to the development and maintenance of post-excavation management systems
- 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 the Company Health and Safety Coordinator

Qualifications and Expertise

- A degree or equivalent in archaeology or related discipline
- A detailed understanding of professional standards and guidance relating to post-excavation projects, curation of finds, storage and deposition of archives, reporting and publication
- Experience of coordinating and managing finds, environmental and archiving work in a commercial setting
- A strong publication record and demonstrable research ability
- Strong knowledge of the Roman archaeology of Britain desirable
- A demonstrable finds specialism(s) and proven track record in finds assessment reporting and publication desirable
- Good communication and management skills and experience of liaising with external partners

Attributes

- The ability to manage and coordinate finds aspects of complex projects
- The ability to be flexible and ensure work is delivered to programme and budget
- The ability to manage resources and teams
- The ability to motivate staff and work constructively as part of a team
- Right first-time approach to all work

Other Requirements

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

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