



## Job Description-Project Manager

<b>JOB TITLE</b>	Project Manager
<b>DEPARTMENT</b>	Developer Services
<b>LOCATION</b>	The post is based at the MOLA London office but travel to sites in the southeast and the midlands will be required.
<b>WORKING HOURS</b>	37.5 hours per week, Monday to Friday. Up to 40 hours can be required. Flexibility with working hours required
<b>CONTRACT TYPE</b>	Permanent (subject to a 6 month probationary period)
<b>MOLA GRADE</b>	MOLA Grade 1b.1
<b>RESPONSIBLE TO</b>	Senior Project Managers and Director of Developer Services
<b>RESPONSIBLE FOR</b>	Project Officers, Project Supervisors and other staff as directed
<b>OVERALL JOB PURPOSE</b>	<ul style="list-style-type: none"> <li>• The purpose of this role is to work closely with Senior Project Managers in the tender, design and delivery of archaeological projects in accordance with agreed business development target and compliance with all local, regional, national and professional standards</li> <li>• To manage and complete archaeological contracts from initiation to the reporting phase in accordance with agreed business development targets</li> <li>• To manage the execution of contracts so as to meet client requirements and underpin MOLA's reputation as a leading commercial archaeological organisation</li> </ul>
<b>KEY RELATIONSHIPS</b>	Senior Project Manager, Clients, Project Staff and Finance
<b>KEY RESULT AREAS</b>	<p><b>LEADERSHIP &amp; PEOPLE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• To support Senior Project Managers in motivating and managing multi-disciplinary project teams.</li> <li>• To line manage teams and support career development, training and appraisal needs</li> <li>• To motivate and inspire multi-disciplinary project teams to carry out thoughtful, focused work, procuring services from within service teams and externally as required</li> <li>• Mentor staff and provide guidance as necessary to meet project goals and develop skill sets.</li> <li>• Provide timely and constructive feedback on performance against project goals to project staff</li> <li>• Provide high quality training and advice to staff at all levels in both fieldwork practice and post excavation analysis</li> <li>• To act as the Subject Matter Expert for projects under your direction both in the field and in post-excavation analysis</li> </ul> <p><b>PROJECT DELIVERY</b></p> <ul style="list-style-type: none"> <li>• To plan, manage and complete archaeological projects and take action to ensure that chargeability and profitability targets are achieved and that appropriate academic, technical and quality standards are met</li> <li>• To work with other members of the Developer Services Project Management Team, provide cover and support as required, and contribute to the sharing of best practice and lessons learned at project completion</li> </ul>

<p><b>KEY RESULT AREAS</b> cont.</p>	<ul style="list-style-type: none"> <li>• Ensure projects are adequately resourced and scheduled</li> <li>• Manage and coordinate concurrent fieldwork and post excavation programmes, ensuring timely completion, standards compliance and client satisfaction</li> <li>• Develop and maintain excellent working relationships with clients, consultants and curatorial archaeologists</li> <li>• To prepare all project documentation to the agreed standards</li> </ul> <p><b>BUSINESS PLANNING &amp; FINANCIAL MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• To tender for commercial archaeological projects and ensure that all such tenders and project proposals are priced and planned such that they meet defined profit margin, professional standards, and are fit for client purpose within the competitive tendering framework</li> <li>• To review financial management information regarding projects regularly</li> <li>• To maintain project, financial and other data in systems as necessary</li> <li>• To invoice clients promptly on relevant projects in a timely manner and complete all invoicing to MOLA's Finance schedule</li> <li>• To comply with the MOLA new business acceptance procedure overseen by a Senior Manager</li> <li>• To contribute to MOLA Management Team goals for business development, professional standards and project logistical overview</li> </ul> <p><b>NEW BUSINESS</b></p> <ul style="list-style-type: none"> <li>• To work with the Senior Management Team and as part of the MOLA Developer Services to grow the business through the development of new clients and to win profitable contracts</li> <li>• To strengthen relationships with clients and pursue revenue targets in fulfilment of the business plan</li> <li>• To support innovation and opportunities</li> <li>• To represent MOLA in a range of areas including with key clients, the public, heritage organisations, local authorities and elsewhere</li> </ul> <p><b>HEALTH AND SAFETY</b></p> <ul style="list-style-type: none"> <li>• To work in accordance with the requirements of the MOLA Health &amp; Safety Policy</li> <li>• To produce and maintain project specific RAMS to assess and mitigate risk as part of the MOLA H&amp;S strategy</li> </ul>
<p><b>SPECIAL CIRCUMSTANCES</b></p>	<ul style="list-style-type: none"> <li>• Flexibility with travel will be required including regular travel to sites as required</li> </ul>
<p><b>CONTINUOUS PROFESSIONAL DEVELOPMENT</b></p>	<p>MOLA is committed to providing CPD for the successful candidate. We expect all employees to undertake available training and research to enhance personal knowledge, skills and experience.</p>

*This job description should not be taken as an exhaustive description of the role, and is rather indicative of the types of responsibility covered by this job. MOLA reserves the rights to make reasonable changes as are necessary commensurate with the nature of the post held.*

## Person Specification-Project Manager

CRITERIA	ESSENTIAL	DESIRABLE	ASSESS - METHOD
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Bachelor's degree in a related subject or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>Accredited Project Management Qualification</li> <li>Postgraduate qualification in relevant discipline.</li> <li>Qualification in the management of health and safety eg SMSTS</li> </ul>	AF (all)
<b>DRIVING LICENCE</b>	<ul style="list-style-type: none"> <li>Full, UK (Category B) driving licence or valid equivalent</li> </ul>		AF/I
<b>PROFESSIONAL MEMBERSHIP</b>		<ul style="list-style-type: none"> <li>MCI(A (or commitment to apply upon joining)</li> </ul>	AF/I
<b>EXPERIENCE &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Substantial experience as an archaeological project officer</li> <li>Experience of effective planning and delivery of commercial archaeological projects</li> <li>Knowledge of the commercial archaeology market and its relevance to professional project delivery</li> <li>Experience of implementing effective, professional and dynamic excavation, analysis and reporting strategies</li> <li>Demonstrable skills in report writing and publication</li> <li>Sound knowledge of current professional guidance, specialist literature and legislation relating to all elements of archaeological fieldwork</li> <li>Good understanding of health and safety law and its application to commercial archaeology</li> <li>Experience of day to day management of staff within projects</li> </ul>	<ul style="list-style-type: none"> <li>Experience of operating in a competitive commercial environment</li> <li>Experience of costing and bidding for archaeological or similar project work</li> <li>Previous experience in a management or supervisory role</li> <li>Experience within a multi-disciplinary project environment managing projects</li> <li>Experience of preparing quotations and tender documents for archaeological projects</li> <li>Specialist knowledge relevant to the management role</li> </ul>	AL (all)
<b>SKILLS &amp; COMPETENCIES</b>	<ul style="list-style-type: none"> <li>Demonstrable commitment to the commercial success of past / current employer organisations</li> <li>An understanding of the principles of diversity and an active commitment to the principles of workforce diversification</li> <li>An effective, concise, and confident written and verbal communicator</li> <li>Excellent people skills and an ability to motivate and inspire confidence in others</li> </ul>	<ul style="list-style-type: none"> <li>Detailed knowledge of an archaeological specialism such as a specific period or site type; or artefact/ecofact; or use of new technology</li> <li>Detailed knowledge of archaeological survey methods and software packages used in analysis of archaeological data</li> <li>Experience in delivering effective training in both fieldwork and post excavation strategy</li> </ul>	AF / I / T (all) Technical skills may be tested during selection

**Assessment Method Code:**

AF	Application Form
T	Test
I	Interview