



## Job Description

<b>JOB TITLE</b>	Senior Project Manager
<b>DEPARTMENT</b>	Developer Services, MOLA Northampton
<b>LOCATION</b>	Northampton or Basingstoke base with regular travel between either sites
<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 1a
<b>RESPONSIBLE TO</b>	Head of Developer Services; Director of Developer Services; Director, MOLA Northampton
<b>RESPONSIBLE FOR</b>	Project Managers, Project Officers, Project Supervisors and other staff as directed
<b>OVERALL JOB PURPOSE</b>	<p>The purpose of this role is :</p> <ul style="list-style-type: none"> <li>To support the Directors in the operation and development of the business at Northampton and within MOLA and work with others in the Senior Leadership Team to ensure the implementation of effective business wide strategies in alignment with the organisation business plan</li> <li>To lead on the tender, management and completion of major archaeological contracts in accordance with agreed business development target so as to meet client requirements and underpin MOLA's reputation as a leading commercial archaeology organisation</li> </ul>
<b>KEY RELATIONSHIPS</b>	Directors, 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 provide effective leadership in key areas of the business as part of the Northampton Senior Management Team and MOLA Developer Services</li> <li>To mentor and develop junior Project Managers in key aspects of the role in order to ensure effective succession planning</li> <li>To motivate, inspire and manage multi-disciplinary project teams and provide line management support for non-site specific issues including career development, training and appraisal needs</li> <li>To motivate and inspire multi-disciplinary project teams to carry out thoughtful, focused work, procuring services within MOLA and externally as required.</li> <li>To represent Northampton as an expert with key clients, the public, heritage organisations, local authorities and other key stakeholders</li> <li>To take responsibility for delegated elements of MOLA Northampton, Developer Services business management, for instance; recruitment, training, programme development etc.</li> <li>To provide high quality training and advice to staff at all levels in both fieldwork practice and post excavation analysis</li> </ul> <p><b>PROJECT DELIVERY</b></p> <ul style="list-style-type: none"> <li>To tender for commercial archaeological contracts and ensure that Northampton complies with all local, regional, national and professional standards</li> <li>Manage project budgets and ensure adequate planning, preparation and execution throughout all phases. Support Project Managers with ensuring that projects are adequately scheduled resourced</li> </ul>

<p><b>KEY RESULT AREAS cont.</b></p>	<ul style="list-style-type: none"> <li>• Manage concurrent fieldwork and post excavation programmes, ensuring timely completion, standards compliance, quality control and client satisfaction</li> <li>• To work with other members of the MOLA Developer Services and Senior Leadership Team, and contribute to the sharing of best practice and lessons learned at project completion</li> <li>• Develop and maintain excellent working relationships with clients, consultants and curatorial archaeologists</li> </ul> <p><b>BUSINESS PLANNING &amp; FINANCIAL MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• To take action to ensure that tenders and project proposals are costed and planned such that they meet defined profit margin, financial, academic, technical and quality standards</li> <li>• To have an overview of financial management information regarding projects and ensure projects are invoiced regularly in accordance with MOLAS’s finance schedule.</li> <li>• To ensure that you and Project Manages achieve revenue, profitability and chargeability targets as set and that assigned contracts meet target margins</li> </ul> <p><b>BUSINESS PLANNING &amp; FINANCIAL MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• To work with the Developer Services team and Senior Leadership Team to grow the business through the development of new clients and to win profitable contracts</li> <li>• To comply with the MOLA new business acceptance procedure</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> <li>• To contribute and lead on specific MOLA Northampton Management Team goals for business development, professional standards and project logistical overview</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>	<p>This role will be based at either location in Northampton or London and regular travel between both sites will be expected.</p>
<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

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>• MCifA (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 manager</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 operating in a competitive commercial environment</li> <li>• Experience of costing and bidding for archaeological or similar project work</li> <li>• Experience of preparing quotations and tender documents for archaeological projects</li> <li>• Experience of implementing effective, professional and dynamic excavation, analysis and reporting strategies</li> <li>• Demonstrable outstanding 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>• Solid 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>• Previous experience in a management role</li> <li>• Experience within a multi-disciplinary project environment managing projects</li> <li>• Specialist knowledge relevant to the management role</li> </ul>	AF/I (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> <li>• Experience in delivering effective training in both fieldwork and post excavation strategy</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> </ul>	AF / I / T (all)  Technical skills may be tested during selection

Assessment Method Code:	
AF	Application Form
T	Test
I	Interview