



Job Description – Project Officer

JOB TITLE	Project Officer
DEPARTMENT	Developer Services
LOCATION	Northampton or Basingstoke (some travel to sites across the UK will be required)
GRADE	2.2
HOURS	37.5 hours per week, Monday to Friday Up to 40 hours can be required on some specific projects, which will be paid at flat rate overtime. Flexibility with working hours may be required.
DURATION	Permanent
RESPONSIBLE TO	Project Managers, Senior Project Managers, and other members of the management team as appropriate
RESPONSIBLE FOR	Archaeologists, Project Supervisors, volunteers, trainees, assigned contractors
OVERALL JOB PURPOSE	To be responsible for the day-to-day planning and supervision of larger projects and teams, and to carry out the associated administrative duties and post-excavation reporting. All work should be completed to the highest professional standard.
KEY RESULT AREAS	<ul style="list-style-type: none"> • Work in accordance with the requirements of the MOLA health and safety policy and ensure compliance within the project team • Be responsible for the day-to-day planning and supervision of larger projects and teams, including carrying out associated administrative duties, acting as the day-to-day link between MOLA, its clients, subcontractors and other key stakeholders (e.g. curatorial staff, planning and statutory authorities, heritage organisations) • Ensure the efficient capture and retrieval of complete and accurate project records, and check records to ensure quality control • Liaise with Project Managers and Senior Project Managers to enable proper project resourcing, and to monitor progress of a project against agreed time and budget targets whilst ensuring quality is maintained • Complete post-excavation work in line with industry standards and MOLA procedures, within given budget and timeframe

	<ul style="list-style-type: none"> • Provide professional guidance, mentoring and on-the-job training for members of the field team and, where appropriate, carry out line management responsibilities for assigned staff • Maintain complete confidentiality with regards to MOLA and client data • Contribute to and support positive morale within teams • Be professional and polite at all times and to uphold the standards, values and reputation of MOLA in all team, client and public interactions. • Other duties appropriate to the post as may be required
WORKING CONDITIONS	<ul style="list-style-type: none"> • Physically demanding work on sites • Some work in inclement weather • DSE work when report-writing • Work away from base (for which overnight accommodation and subsistence payments will be provided) should be considered a normal part of this role

This job description reflects the requirements of MOLA as at January 2021. 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 changes as appropriate to the development of the role and the work of MOLA.



Person Specification – Project Officer

Essential	Assess. Method	Desirable	Assess. Method
Qualifications and memberships			
Degree in archaeology (or relevant subject) or substantial experience	AF/I	Postgraduate qualification in a relevant subject	AF/I
Full, clean driving licence and willingness to drive company vehicles	AF/I	Relevant health & safety certifications (e.g. First Aid at Work, SSSTS)	AF/I
CSCS card, or willingness and ability to acquire one	AF/I	Associate or higher membership of CifA (or commitment to applying)	AF/I
Experience and knowledge			
Significant experience supervising field projects and archaeological report-writing at all levels	AF/I	In-depth knowledge of a specific area of archaeology (e.g. landscape studies, historic building recording, period specialisation)	AF/I
In-depth understanding of health and safety best practice and of legislation relevant to archaeological practice	AF/I/T	Knowledge of the archaeology of the Midlands, Eastern England and surrounding counties	AF/I/T
Demonstrable excellence in directing archaeological excavation	AF/I/T	Experience running particularly large and/or complex field projects	AF/ I/T
Skills and competencies			
Strong interpersonal and communication skills, both written and oral	AF/I/T	Proven ability to represent an organisation in client interactions	AF/I
Excellent organisational and prioritisation skills, and an ability to work well under pressure and to time and budget constraints	AF/I/T	Designing and implementing process improvement	AF/I
Desire to contribute to MOLA's commercial success and academic standing	AF/I	Experience of producing project designs and other project start-up systems	AF/I
An understanding and appreciation of diversity in the workplace	AF/I		

AF – application form; I – interview; T - test