



## Job Description - Planning Archaeologist

<b>Job Title</b>	<b>Planning Archaeologist</b>
<b>Department</b>	MOLA Development Services (Pre-Determination Team)
<b>Grade</b>	MOLA Pay Band 2.3
<b>Hours</b>	37.5 hours per week, Monday to Friday. Flexibility of working hours may be required up to 40 hours per week on client nominated projects.
<b>Location</b>	MOLA office in London. Occasional visits to clients' offices and sites as required.
<b>Duration</b>	Six months with possibility of extension (subject to performance and workload)
<b>Responsible to</b>	Lead Consultant, Archaeology
<b>Responsible for</b>	Other project staff and placement students if required
<b>Overall Job Purpose</b>	To prepare desk-based assessments and other project documentation within fixed deadline and to the appropriate standard.
<b>Key Result areas</b>	<p>To research and prepare desk-based assessments in accordance with MOLA procedures and standards. This will be carried out under close supervision by the Lead Consultant and other team members.</p> <p>To prepare project designs, reports, client reports and publications to an appropriate academic standard in accordance with MOLA procedures and standards.</p> <p>To assess archaeological potential and significance and present mitigation strategies.</p> <p>To draft client reports to an appropriate academic standard in accordance with MOLA procedures and standards.</p> <p>To work in accordance with the requirements of the MOLA Health and Safety Policy.</p> <p>To undertake such other duties as agreed with the line manager, commensurate with the level and scope of the post, that may be necessary from time to time.</p>
<b>Special Circumstances</b>	<p>The post requires high levels of screen and keyboard work.</p> <p>The post requires undertaking regular site visits as part of preparing heritage reports.</p>

**NB** This job description reflects the requirements of MOLA as at January, 2019. 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. The role and duties of the post are subject to change in line with the future development of the MOLA.



## Person Specification - Planning Archaeologist

Essential	Assess. Method	Desirable	Assess. Method
<b>Qualifications</b>			
Degree in Archaeology or equivalent experience	AF	Professional membership of a related body	AF
<b>Knowledge and Understanding</b>			
Good understanding of the archaeology of London and southern Britain	AF	Demonstrable experience working in an office environment	AF
Archaeological fieldwork experience	AF	Understanding of health and safety, town planning and other legislation relating to archaeology	AF
		Experience in the preparation of desk-based assessments	AF
		Experience in the preparation of environmental impact assessments	AF
		Use of ARCGIS	AF
		Understanding of construction processes	AF/I
		An interest in historic buildings and knowledge of the applicable legislation	AF
		Previous experience of working with the Planning Team	AF
<b>Personal Qualifications</b>			
Excellent communication skills both written and oral	AF/I/T		
Experience of Microsoft Word and Excel at an intermediate level	AF		
Excellent prioritisation/organisational skills	AF/I		
Ability to work under pressure and to tight timescales.	AF/I		
Highly motivated	AF/I		
Willingness to learn	AF/I		
Ability to pick up complex programmes, such as GIS, quickly with little basic training	AF		
An understanding of EEO/diversity and how it relates to the role.	AF		

**Assessment Method Code:** AF – Application Form, I – Interview, T - Test