



Job Description - Registered Finds Specialist (post-Roman)

Job Title:	Registered Finds Specialist (post-Roman)
Department:	Research and Engagement
Grade:	MOLA grade 2.3
Hours:	37.5 hours per week, Monday to Friday. Flexibility with working hours will be required.
Location:	MOLA London, Mortimer Wheeler House, London
Duration:	Permanent
Responsible to:	Head of Finds and Conservation
Responsible for:	Volunteers and students
Liaises with:	<ul style="list-style-type: none"> • Project Managers, Post-Excavation Managers and Operations Managers for standard operating procedures • Project Officers, Senior Archaeologists, Specialists, Conservators and Processors
Overall Job Purpose:	To contribute to and develop understanding of the past through the identification, recording, analysis, interpretation and reporting of post-Roman registered finds assemblages.
Key Result areas:	<ul style="list-style-type: none"> • To identify, record, analyse, interpret and report upon registered finds assemblages within defined project objectives, budgets and timetable • To complete all work on time and within budget and contribute to the successful commercial operation of MOLA • To work to established standards, procedures and guidelines as set out by the Head of Research and Engagement, MOLA manuals, CIFA and other professional bodies • To check, proof-read and edit work including the work of others to established standards, procedures and guidelines as above • To liaise with colleagues during excavation and post-excavation on appropriate techniques and procedures for sampling, recovery and subsequent stages of work. • To issue comprehensive, accurate instructions to illustrators and photographers and check images as supplied • To prepare estimates and project designs for registered finds work • To be aware of regional, national and international research agendas

Key Result areas cont.	<ul style="list-style-type: none"> • To contribute to the development of MOLA and its research programmes • To maintain and develop reference materials and databases • To assist in the training and development of junior staff • To ensure all work is undertaken in accordance with copyright and other relevant legislation • To supervise staff, volunteers and students as required • To work in accordance with Health and Safety policy at all times • To promote the work of MOLA and disseminate information to clients, colleagues and the general public as appropriate • To undertake any other task compatible with the post as may be required
Working Conditions	<ul style="list-style-type: none"> • Travel beyond London may be required • The work involves repetitive manual tasks and lifting • Mostly office-based involving computer work

NB This job description reflects the requirements of MOLA as at December 2018. 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 - Registered Finds Specialist (post-Roman)

Essential	Assess. Method	Desirable	Assess. Method
Qualifications			
<ul style="list-style-type: none"> A degree in archaeology or a related subject CSCS Card or willingness to train 	<p>AF</p> <p>AF</p>	<ul style="list-style-type: none"> Post-graduate qualification in artefact studies or a related subject Membership of CIFA Membership of relevant specialist interest groups 	<p>AF</p> <p>AF</p> <p>AF</p>
Experience & Knowledge			
<ul style="list-style-type: none"> Proven post-Roman registered finds identification skills A minimum of 2 years' experience of post-Roman registered finds analysis Publication record in post-Roman registered finds Good general knowledge of British archaeology General understanding and awareness of current research within the specialism Understanding of Health and Safety issues in archaeology 	<p>I/T</p> <p>AF</p> <p>AF</p> <p>AF/I</p> <p>I</p> <p>AF/I</p>	<ul style="list-style-type: none"> Knowledge of current legislation and guidelines Experience of working in a commercial environment 6 months' archaeological fieldwork experience Numismatic identification and reporting Experience of urban finds assemblages 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
Skills/Abilities/Competencies			
<ul style="list-style-type: none"> Excellent organisational skills Excellent research and writing skills: the ability to synthesise ideas from a range of sources and data to present ideas and arguments as written text Ability to work rapidly and accurately under pressure Excellent attention to detail Ability to produce costed estimates for finds reporting Ability to work within a team and independently Microsoft Office at an intermediate level and of collection databases An understanding of diversity and how it relates to the role. 	<p>AF/I</p> <p>AF/I/T</p> <p>I/T</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>I</p>	<ul style="list-style-type: none"> Ability to use GIS 	<p>AF/I</p>

Assessment Method key:
 AF – Application Form
 I – Interview
 T – Test