



## Job Description - Project Officer

<b>JOB TITLE</b>	Project Officer
<b>DEPARTMENT</b>	MOLA Northampton
<b>LOCATION</b>	The post is mainly based in Northampton. Flexibility with travel will be required including regular travel to sites as required
<b>CONTRACT TYPE</b>	Permanent (subject to 6 month probationary period)
<b>MOLA GRADE</b>	MOLA Grade 2.2
<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>RESPONSIBLE TO</b>	Project Managers and Senior Project Managers
<b>RESPONSIBLE FOR</b>	Management of designated team of Site Assistants, Project Supervisors and Senior Project Supervisors
<b>OVERALL JOB PURPOSE</b>	<ul style="list-style-type: none"> <li>• Responsible for the day-to-day management of medium to large archaeological field projects of all types.</li> <li>• To manage and develop teams you are responsible for.</li> <li>• To ensure professional standards of work are maintained and projects are completed to time and budget.</li> <li>• To complete post-excavation analysis and reporting on projects undertaken in a timely manner and to the highest professional standard.</li> <li>• To help develop methods of project initiation, execution and delivery.</li> </ul>
<b>KEY RESULT AREAS</b>	<ul style="list-style-type: none"> <li>• To carry out the duties of a Project Officer for assigned MOLA projects</li> <li>• To be responsible for the day-to-day planning and supervision of specific projects and teams and to carry out associated administrative duties where this element is relevant</li> <li>• To complete post-excavation work to all agreed industry standards with the given budget and time frame</li> <li>• Comply with MOLA line management policies to manage and develop assigned field team members. Relevant policies include Health &amp; Safety, absence management, performance development and appraisal MOLA Code of Conduct, management of chargeability, timesheet compliance.</li> <li>• Provide professional guidance, mentoring and on the job training for members of the post-holder's own team and for those assigned to the post-holder's projects</li> <li>• Ensure that assigned staff comply with all Operational and Health &amp; Safety policies and procedures</li> <li>• Develop capability and procedures within the field team to enhance the commercial performance and academic standing of MOLA</li> <li>• Develop and maintain links with relevant professional bodies.</li> </ul>



<b>KEY RESULT AREAS Cont.</b>	<p><b>Where responsibility for day-to-day project management is held:</b></p> <ul style="list-style-type: none"> <li>• Ensure the efficient capture and retrieval of complete and accurate project records</li> <li>• Facilitate the rapid and efficient completion of the project programme for field and post excavation work to budget</li> <li>• Be the principal day to day link between MOLA and its clients and subcontractors</li> <li>• As required on site, to liaise with and maintain links with clients and their agents and/or subcontractors, planning and statutory authorities, including curatorial staff, external suppliers, heritage organisations including English Heritage and others in accordance with the best interests of MOLA</li> <li>• To ensure that project results are made available to the relevant people, providing feedback to project managers, project teams and other staff as necessary</li> <li>• To monitor the progress of a project against agreed and documented time and budget targets while ensuring appropriate quality standards are maintained;</li> <li>• To liaise with Project Managers and Senior Project Managers to enable appropriate project resourcing</li> <li>• To ensure that reporting is complete and checked according to the quality control process before it is issued</li> <li>• To ensure that the complete and checked project archive is delivered to the Archive Team at the completion of the analysis/publication phase</li> <li>• To publish material from selected projects in the appropriate journal or publication.</li> </ul>
<b>GENERAL RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Keep MOLA and client data confidential at all times</li> <li>• To contribute to and support positive morale within teams</li> <li>• To be professional and polite at all times and to uphold the standards, values and reputation of MOLA in all team, client and public interactions</li> <li>• Other duties appropriate to the post as may be required</li> </ul>
<b>WORKING CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Physically demanding work on sites.</li> <li>• Requires extensive DSE / computer / keyboard work.</li> <li>• On nominated projects you will be required to work 40 hours per week.</li> </ul>
<b>SPECIAL CIRCUMSTANCES</b>	<p>This job will involve frequent travel between the MOLA Northampton Office and client sites, including working away across the UK.</p>

**N.B.** 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. Post holders will be required to carry out such other work as is required by MOLA as long as this is reasonable and commensurate with the nature of the post held.



## Person Specification - Project Officer

ESSENTIAL	DESIRABLE	ASSES METHOD
<b>QUALIFICATIONS</b>		
<ul style="list-style-type: none"> <li>Degree level education in a relevant subject or substantial practical experience</li> </ul>	<ul style="list-style-type: none"> <li>Post-graduate qualification in a relevant subject</li> <li>Qualified First Aider (Appointed person), or willingness to train</li> <li>Qualification in the supervision of H&amp;S; Site Supervisor Safety Training Scheme (SSSTS)</li> </ul>	AF (all)
<ul style="list-style-type: none"> <li>Full, clean UK driving licence or valid equivalent and willingness to drive company vehicles</li> </ul>		AF
<ul style="list-style-type: none"> <li>ACIfA (or commitment to apply upon joining)</li> </ul>	<ul style="list-style-type: none"> <li>MCifA; Membership of the Chartered Institute for Archaeologists</li> </ul>	AF
<b>EXPERIENCE &amp; KNOWLEDGE</b>		
<ul style="list-style-type: none"> <li>Significant supervisory experience</li> <li>Demonstrable excellence in archaeological excavation method and practice</li> <li>Significant experience in archaeological report writing at all levels</li> <li>In depth understanding of health and safety issues and considerations in archaeology</li> <li>Demonstrable experience in delivering effective training</li> <li>Experience of working under time and budget pressures</li> <li>Ability to develop the business, through creating strong links with clients and other parties</li> <li>Desire to contribute to the development of MOLA's commercial success and academic standing</li> </ul>	<ul style="list-style-type: none"> <li>Supervisory experience of at least 2 major successful projects</li> <li>Experience of producing project designs and other project start up systems</li> <li>Understanding of the construction process, including CDM regulations</li> <li>An in depth specialist knowledge of a particular area of archaeology for example (but not confined to) urban archaeology, landscape studies and building recording, period specialisation</li> <li>Creativity in designing and implementing improved processes</li> </ul>	AF (all)
<b>SKILLS &amp; COMPETENCIES</b>		
<ul style="list-style-type: none"> <li>Strong interpersonal and influencing skills</li> <li>Excellent organisational and an ability to work under pressure</li> <li>Excellent communication skills (written and spoken)</li> <li>Proven ability to represent the organisation in dealings with external clients</li> <li>Highly numerate</li> <li>Sound archaeological judgment</li> <li>Willingness to be trained in and implement MOLA line management policies</li> <li>Strong team-working skills</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the archaeology of the Midlands, Eastern England and surrounding Counties</li> <li>Health &amp; Safety, town planning and other legislation relating to archaeology and the design of archaeological projects</li> <li>Understanding of construction processes</li> <li>CSCS card</li> </ul>	AF / I / T (all)  Technical & written skills will be tested during selection

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