



Job Description - Reporting and Publication Officer

Job Title:	Reporting and Publication Officer
Department:	Research and Engagement, Northampton
Grade:	MOLA Pay Band 2.2
Hours:	37.5 hours per week (up to 40 hours can be required), Monday to Friday
Location:	MOLA Northampton Office
Duration:	Permanent
Responsible to:	Project Manager (Reporting and Publication)
Responsible for:	Project staff, as required for individual projects
Overall Job Purpose:	To be responsible for producing current and backlog projects to client report and publication level
Key Result areas:	<ul style="list-style-type: none"> • To prepare client reports and publications for backlog fieldwork projects to an appropriate academic standard in accordance with MOLA procedures and standards • To assist colleagues in the Development Team with producing Written Schemes of Investigation, post-excavation assessments, updated project designs, reports, publications and desk-based assessments for current projects • To assist the Project Manager (Reporting and Publication) in ensuring all aspects of post-excavation are met in a timely and cost effective manner • To provide training in report writing skills if required • To prepare project costings and plan team activities as required • When necessary, to direct the work of individuals or a small project team and provide members of the team with appropriate encouragement, guidance and feedback in accordance with relevant project documentation and procedures • To ensure that project records are completed and lodged with MOLA Northampton Archivists in accordance with the relevant standards • To work in accordance with the requirements of the MOLA Health and Safety Policy • 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

General Responsibilities	<ul style="list-style-type: none"> • Keep MOLA and client data confidential at all times • To contribute to and support positive morale within teams • 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
Special Circumstances:	<p>The post requires high levels of screen and keyboard work.</p> <p>Some occasional travel to London to work with our teams there may be needed.</p>

NB This job description reflects the requirements of MOLA as at July 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. MOLA reserves the rights to make changes as appropriate to the development of the role and the work of MOLA



Person Specification - Reporting and Publication Officer

Essential	Assess. Method	Desirable	Assess. Method
Qualifications			
A Qualification in Archaeology or other relevant subject or substantial relevant practical experience	AF	Membership of the CIFA and/or a relevant professional body (MIfA or AlfA)	AF
Experience & Knowledge			
Post-excavation assessment and analysis	AF /I	Archaeological fieldwork	AF/I
Preparation of fieldwork client reports	AF /I	Preparation of Written Schemes of Investigation	AF/I
	AF /I	Preparation of reports for Publication	AF/I
	AF /I	Specialism in an aspect of finds analysis, period-based study or similar	AF/I
			AF/I
Skills/Abilities/Competencies			
Excellent prioritisation/organisational skill	AF/I	Knowledge and use of Microsoft Access	AF/I
Excellent communication skills both written and oral	AF/I	Knowledge of graphics programs for producing illustrations	AF/I
Ability to work under pressure	AF/I		AF/I
Skills in people management	AF/I/T		

Assessment Method Code:

AF – Application Form

I – Interview

T - Test