



Pay and Conditions - 2016 / 2017



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A better future for archaeology are becoming realities with several initiatives bearing fruit and a greater acceptance that skills and training as well as reward will be key to the longterm future of the profession ; major infrastructure projects and the upcoming HS2 for example. Though we are conversely losing curatorial posts - an essential part of ensuring archaeology is carried out and carried out well.

Recognition of this does of course need concrete proposals followed by action.

Following on from last year BAJR will continue to;

1. **Maintain** a single minimum below which no fulltime position (non trainee) can be advertised.
2. **Support** and promote the methods of gaining and recording skills required for work in the commercial sector via the Skills Passport (*in addition to the various internal company schemes*)
3. **Promote** the commercial companies for the additional benefits they offer AND the need for archaeology within a developer funded setting.

The recommendations on advertising archaeological jobs, and on travel and away work have been accepted by BAJR which now requests details on accommodation, travel and subsistence for work outwith the standard radius of the main office (normally more than 1 hour drive from the main office)

The payment and insurance for drivers must be considered.

BAJR Grades have given a sense of progression in the past, and should continue to be used to gauge the level of responsibility required; However a single minimum will continue to be applied that represents the most **basic grade – the G2** - where a person's experience is counted in months. After this, it should be for the contractor to consider internal progression and reward for skills. A Skilled Workforce is more efficient and faster.

We suggest you look at ensuring skilled fieldstaff are paid incrementally more than newly qualified staff, and prepare a training scheme to allow to progression of new trainees into the workforce.

Many of you will already know and use the Archaeology **Skills Passport** and we are grateful for this support. It is moving now into universities, and within 3 years is expected to be a universal document recording the early skill training in practical archaeology.

Utilisation of the skills passport – and the adoption as a basic training record that allows for progression (*a cross profession measure of what is required to be a field archaeologist at the lowest level*) – fits with the progression to the lowest pay rate.

This creates a singular goal for staff and makes it clear what is required to be a field archaeologist, more so than a CV ever was.

The blanket site staff rate that is used by the majority of contractors does not seem to take into consideration the skills and experience that is accrued by those with several years of

fieldwork and other skills. I therefore urge a differential pay based on skills offered and experience, where a 10 year Field Archaeologist is not on the same rate as a 6 month new graduate.

To attract the best employee, the most **attractive pay and conditions** will be a useful inducement and it may be time to clarify the additional benefits that can help a prospective employee make an informed choice. (you will have been sent a document to either update or create the Company Benefits form.) You will also notice a “Going Rate” on the employment page that charts the current median rate of average posts. It will give you a chance to see what you may have to offer to get the staff, given that currently there are more jobs than staff to fill them, especially at the level of supervisor and above.

This document is not a demand to raise or lower pay rates – it is a statement of intent to accept only those adverts that lie above the minima that are set out in this document.

I am only too aware that Council Unit and other groups that are tied to Council pay bargaining will have difficulties meeting some requirements, - however, it is possible to place staff at a position within the pay scale that does help with this issue as has been the case on several posts over the last year. With BAJRs help, it is often possible to force a shift in salary structure.

We also need to accept who we are, what we do, and what our value is.

I hope that 2015/2016 sees a movement forward, with defined roles and a serious attempt to clarify skills and remuneration – this will help take Archaeology and the Heritage Industry in the direction we all need to move.

Membership of the CfA and RO status should be encouraged as a benchmark of quality, however, it should be not perceived as a minimum standard to be achieved, but one to be exceeded. It should also be accepted that membership should not be the only criteria for work in the commercial sector, but can be used as an (rather than **‘the’**) indicator of quality and standards.

Please remember:

*Many employers do not give their employees a written statement of the main terms and conditions of the job even though the law says they have to. If you do not give a written statement within **two months** from the date on which the employee started work, you will be breaking the law.*

David Connolly
2nd April 2016

In keeping with the CIFA recommendations to ROs, and BAJRs commitment to support this across the industry these following criteria

A total employment package¹ which includes, as a minimum, the following:

1. **6% employer pension contribution** subject to any reasonable qualifying period
 - There is no requirement within the amended scheme for employers to compensate staff who choose not to join a pension scheme where employer contributions are offered.
 - There is no *requirement* to compensate staff on short-term contracts who are not employed for a sufficient length of time to meet the qualification period of a pension scheme although this is something which the ClfA and BAJR strongly encourages as good employment practice.
 - It is recognised that the qualifying period may be set by the pension company.

2. **Average 37.5 hour working week**
 - It is recognised that the circumstances of contract work often require working beyond these hours, compensated for by systems of time off in lieu or overtime payments. A regular increase in working hours should be reflected by a corresponding increase in pay.

3. Paid **annual leave** of at least a minimum of **28 days including statutory holidays**
 - Staff employed on a fixed-term or part-time basis should be entitled to paid annual leave accrued on a pro rata basis.

4. **Sick leave allowance** of at least 1 month on full pay subject to any reasonable qualifying period
 - Sick leave allowance may be aggregated over a rolling twelve-month period. Three to four months is suggested as a reasonable qualifying period. Staff employed on a fixed-term or part-time basis should be entitled to sick pay accrued on a sliding scale or pro rata basis.

¹ Attention is drawn to the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations which came into force on 1 October 2002 and state that:
Fixed-term employees will have the right not to be less favourably treated than comparable permanent employees, unless the less favourable treatment is justified on objective grounds. The right applies both to less favourable treatment in relation to contractual terms (including pay and pensions) and to their overall package of conditions. In addition fixed-term employees should not be subject to other detrimental treatment by the employer.

Further information on the Regulations can be seen at www.dti.gov.uk/er/fixe/fixed-pl512.htm.

G1:

(Training Position/ placement)

No previous experience required, you will be supervised and trained though you will be expected to carry out tasks under supervision.

Suitable for undergraduates or recent graduates with few practical skills – it is expected that after a suitable period of training the individual will progress to the relevant full position.

It is important to discuss this kind of position with BAJR first. It is expected that a reasonable remuneration and that a formal outcome will be provided – in addition it must be clear that this does **NOT** replace qualified staff. **Skills Passports** can be used to access progression.

Professional knowledge

Basic

Decision making and influence

None

Freedom to act

None – Full Guidance

Communication

Ability to work as part of a team.
Ability to learn

Qualifications

None required

Previous experience

Minimal or no relevant experience.

G 2:

(ie Basic Site Assistant) -

recommended minimum £17,650 (£339.42 per week)

General knowledge of work required, should be able to carry out work with instruction from Supervisor or a senior field worker. This rate would be for a person with perhaps 3 months – 1 year work at this level.

An Entry Level role that requires candidates to have more relevant general knowledge of the sector than G1, usually gained through a postgraduate qualification, or hands-on experience and training.

It should be possible for a more experienced and trained individual to move from this level after providing evidence of competence at a higher grade. This could be transferrable between companies

Professional knowledge

General level of knowledge in chosen field.

Decision making and influence

Expected to work on short-term targets through an established procedure

Freedom to act

Only with the advice and guidance of more senior colleagues.

Communication

Ability to work as part of a team.
Ability to learn

Qualifications

Likely to have degree and relevant postgraduate qualification (or equivalent qualification/experience/training).

Previous experience

Some relevant experience (perhaps 3-6 months) including work as a student and or volunteer positions

G 3:

(ie Site Assistant 2 or Technical Worker 1) -

Experienced in most aspects of the work, though will receive supervision and further instruction from higher levels.

Usually the person has a longer experience in chosen field than G2 – rated in years rather than months

Professional knowledge

Working level of knowledge in chosen field.

Decision making and influence

Expected to work on short-term targets through an established procedure

Freedom to act

Guidance of more senior colleagues.

Communication

Ability to work as part of a team.
Ability to learn and mentor G2 staff.

Qualifications

Likely to have degree and relevant postgraduate qualification (or equivalent qualification/experience/training).

Previous experience

Demonstrable relevant experience (around two to three years).

G 3/4 : Intermediate Grade

(ie Senior Site Assistant or Technical Worker 1 or Junior/Trainee Supervisor)

Experienced in all aspects of the work, and although they may receive supervision and further instruction from higher levels are capable of basic G4 tasks and responsibilities

Usually the person has experience in G3 activities – rated in years.

This grade is to acknowledge a senior G3 position where the individual has achieved the highest level of responsibility

OR

The individual is being prepared or trained for supervisory roles – though still requires guidance and advice from colleagues.

Professional knowledge

Will have working knowledge in a particular professional discipline and/or responsibility for a discrete area of work

Decision making and influence

May occasionally play a supervisory role.

Freedom to act

Work within set procedures and standards and reports to more senior colleagues.

Communication

Generally working as part of a team to deliver work targets.
May be responsible for small projects.

Qualifications

Likely to have degree and relevant postgraduate qualification (or equivalent qualification/experience/training).

Previous experience

Demonstrable relevant experience (around two to three years).

G 4 :

(ie Technical Worker 2 or Full Supervisor)

Expected to be competent in chosen field and able to instruct others in the basics as well as take responsibility at a low level.

Will supervise others to required tasks, but will receive instructions from higher level.

Usually the person has experience in G3 activities and/or has trained for post with relevant CPD training courses or G3/4 training period – rated in years' experience.

Professional knowledge

Will have a competent knowledge in a particular professional discipline and/or responsibility for a discrete area of work

Decision making and influence

Will play a supervisory role.

Freedom to act

Work within set procedures and standards and reports to more senior colleagues.

Communication

Generally working as part of a team to deliver work targets.

Will be responsible for small projects and discreet areas of larger projects

Qualifications

Likely to have degree and relevant postgraduate qualification (or equivalent qualification/experience/training).

Previous experience

Demonstrable relevant experience (over three years).

G 4/5 : Intermediate Grade*(ie Senior Technical Worker 2 or Supervisor or Junior Project Officer)*

Expected to be proficient in chosen field and be able to act independently on a single project, with responsibility for the daily running though receiving strategy instruction from higher levels

Usually the person has experience in G4 activities and/or has trained for post with relevant CPD training courses rated in years' experience and proven record of ability.

This grade is to acknowledge a senior G4 position where the individual has achieved the highest level of responsibility

OR

The individual is being prepared or trained for A more responsible junior management role – though still requires guidance and advice from senior colleagues.

Professional knowledge

Will have a considerable practical knowledge in a particular professional discipline and/or responsibility for a discrete area of work

Decision making and influence

Likely to manage a small team or discrete area of work. Likely to have some budgeting input with guidance.

Freedom to act

Will have procedures/standards to follow.
Will refer to a manager for guidance.

Communication

Will have ability to learn well-developed and effective communication and presentation skills.

Qualifications

Likely to have degree and relevant postgraduate qualification (or equivalent qualification/experience/training).

Previous experience

Demonstrable relevant experience – including evidence of responsible posts (over five years).

G 5 :*(ie Specialist 1 or Project Officer)*

Expected to be proficient and capable in chosen field and be able to act independently on a single project or area of work, with responsibility for the daily running, though still receiving strategic instruction from higher levels

Usually the person has experience in G4 activities and/or has trained for post with relevant CPD training courses or G4/5 training period – rated in year's experience and proven record of ability.

Professional knowledge

Will have a considerable practical knowledge in a particular professional discipline and/or responsibility for a discrete area of work

Decision making and influence

Will be able to manage a small team or discrete area of work/project. Will have budgeting input into specific project.

Freedom to act

Will have set procedures/standards to follow.
Will refer to a senior manager for guidance.
Degree of autonomy of single projects

Communication

Will have well-developed and effective communication and presentation skills.

Qualifications

Likely to have degree and relevant postgraduate qualification (or equivalent experience/training).

Previous experience

Demonstrable relevant experience – including evidence of responsible posts (over five years).

G 5/6 : Intermediate Grade

(ie Senior Specialist and Project Officer or Junior/Trainee Manager)

Expected to be an experienced and proficient practitioner in chosen field with ability to make independent decisions, run several projects simultaneously, deal with budgets and leading teams through projects to completion

Usually the person has experience in G5 activities and/or has trained for post with relevant CPD training courses rated in year's experience and proven record of ability.

This grade is to acknowledge a senior G5 position where the individual has achieved the highest level of responsibility for that grade

OR

The individual is being prepared or trained for A more responsible junior management role – though still requires guidance and advice from senior colleagues.

Professional knowledge

Will have a high level of professional competence and knowledge relevant to the organisation. Will have technical/specialist knowledge as well as being prepared to learn management skills.

Decision making and influence

Will be responsible for their position role through project management and/or specialist input. Will learn to play a role in developing strategy and manage a number of staff.

Freedom to act

Will have some freedom to set team targets, subject to meeting organisational objectives. Will be responsible to a senior manager.

Communication

Will have shown good negotiation and influencing skills. Will be expected to increase range of contact to represent the organisation externally.

Qualifications

Likely to have degree, postgraduate qualification (or equivalent experience/training), and be working towards CMIFA grade.

Previous experience

Substantial relevant experience (over six or more years).

G 6 :*(ie Specialist 2 or Project Manager)*

Expected to be highly experienced and proficient practitioner in chosen field with ability to make independent decisions, run several projects simultaneously, deal with budgets and leading teams through projects to completion

Usually the person has experience in G5 activities and/or has trained for post with relevant CPD training courses rated in year's experience and considerable record of ability in management of projects, budgeting, report writing and team leadership.

Professional knowledge

Will have a high level of professional competence and knowledge relevant to the organisation. Will have technical/specialist knowledge as well as a full range of management skills.

Decision making and influence

Will play a significant role and be responsible for budgets, project management, and/or specialist input into multiple projects and will play a role in developing strategy. Will manage a significant number of staff.

Freedom to act

Will have freedom to set team targets, subject to meeting organisational objectives. Will only be responsible to Director or Senior Management.

Communication

Will have excellent negotiation and influencing skills. Expected to have a range of contacts and represent the organisation externally. Ability to engage with public and clients confidently.

Qualifications

Degree, postgraduate qualification (or equivalent experience/training), and expected to be CMIFA.

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Previous experience

Substantial relevant experience (seven+ years).

G 7 :*(ie Directorial and Senior Management)***recommended minimum****Professional knowledge**

Will have the acknowledged authority and ability to draw on extensive experience to develop policy and solve complex issues. Will have leadership and extensive organisational skills.

Decision making and influence

Will play a significant role in planning, setting standards for others to follow. Will be a decision maker for major teams and projects, and have the ability to justify decisions at highest level

Management of resources

Likely to manage a company, organisation or department and act as team leader/director. Will have financial responsibility of whole function and have skills to balance conflicting demands.

Freedom to act

Will be able to introduce new practices under the guidance of agreed policy and be significantly involved with the formation and implementation of policy.

Communication

Will have advanced communication skills, often leading negotiations with important stakeholders and representing the museum. Ability to engage with public and clients and senior colleagues with ease.

Qualifications

Likely to have degree, postgraduate qualification (and equivalent experience/training), and expected to be CMIFA.

Previous experience Substantial relevant experience (over seven or more years).