

ROLE DESCRIPTION

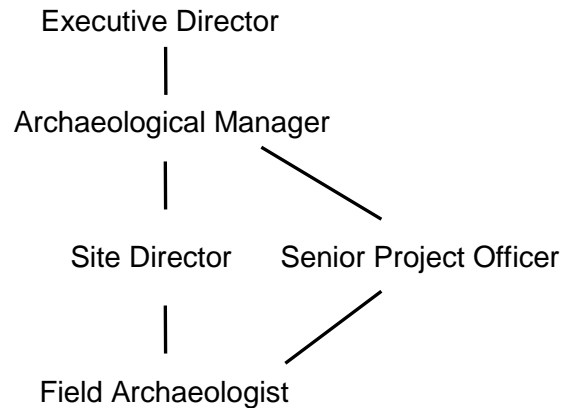
Role Identification

Department	Cambridge Archaeological Unit Archaeology & Anthropology	Role Code Number (if any)	NA
Position title	Field Archaeologist	Date of this revision (dd/mm/yyyy)	NA
Probation period	3 Months	Grade (completed by Grading & Reward)	NA

Dimensions of the role

The Field Archaeologist role is part of the Field Team at the Cambridge Archaeological Unit (CAU). The role will play a crucial part in excavating and recording archaeological sites.

Organisation chart



Pre-employment checks required

All applicants are legally required to demonstrate the right to work/permission to work in the UK. The requirement for any higher level pre-employment checks is dependent on the role. The box below indicates the checks that are necessary for this particular role and whether or not it is essential for these checks to be completed before an employee starts work in this role. Any offer of employment will be conditional upon the satisfactory outcome of these checks and whether an outcome is satisfactory will be determined by the University.

To ensure that no assumptions are made please mark an 'X' under one column in each row.

	Yes – essential before start	Yes – not essential before start	No
Right to work in UK	X		
Criminal Records (standard)			X
Criminal Records (enhanced)			X
Occupational Health			X
Security			X
NHS Honorary Contract Required			X
ISA: Regulated Activity			X
ISA: Controlled Activity			X

Role Purpose

The purpose of the Field Archaeologist role is to investigate and record archaeological activity on a variety of site types.

Main Responsibilities

	Key duties and responsibilities	% time spent/ frequency
1	Archaeological Excavation <ul style="list-style-type: none">Hand excavate and record archaeological features/deposits to enable the interpretation of the archaeological site and fulfil the Archaeological Specification of Works and Brief.Maintain a clean and safe working area, on site, in the welfare facilities and vehicles.	93-8% annually
2	Field Survey <ul style="list-style-type: none">Undertake field surveys, to sample the artefact content of the plough/buried soil of potential archaeological sites.	0-2% annually
3	Machining Watching <ul style="list-style-type: none">Machine watch the mechanical excavation of archaeological sites, working with the Site Director to set the archaeological levels for the driver.	0-5% annually

Person profile

Essential knowledge, skills and experience required for role

Education & qualifications	Post-holder should hold a primary degree in Archaeology or a related subject. Candidates without an Archaeology degree may be considered dependant on the level of relevant experience.
Specialist knowledge & skills	An interest in and knowledge of British archaeology.
Interpersonal & communication skills	Good level of oral communication skills. Ability to communicate and liaise with the Site Directors, Field Archaeologists, Surveyors and Managers. Ability to work effectively within a team.
Relevant experience	Preference will be given to those with a record of working in commercial Field Archaeology.
Additional requirements	CIFA membership preferred but not essential. Valid, clean driving licence preferred. Ability to work efficiently to deadlines. CSCS card preferred.

Key Contacts

Key Contact(s)	Purpose of Contact	Frequency of Contact
Site Director	First point of contact on site. Keeps abreast of site routines/requirements.	Daily
Field Archaeologists/ Senior Field Archaeologists	Exchange information about excavation slots to enable the site to be efficiently excavated.	Daily
Surveyor	Exchange information about excavated slots to enable the site to be efficiently recorded.	Weekly
Senior Project Officer	Field Archaeologists allocated Line Manager	Monthly or as necessary

Service Delivery

Role	Service Delivery
Field Archaeologist	Provides an excavation and recording service to archaeological standards defined by others.

Decision Making

Role	Independent	Collaborative	Recommendations
Field Archaeologist	Decides on the appropriate tools to use when excavating.	Which features to excavate, dimensions and locations of excavation slots, how to record excavated features, and initial phasing/ dating/ interpretation of features, all with the Site Director.	

Problem Solving

Role	Example Problems
Field Archaeologist	Recording excavation slots promptly to avoid loss of information/increase in workload due to weathering/water.

Work Environment

Role	Work Environment
Field Archaeologist	On archaeological sites, outside, in all weathers. Uses physical effort in the archaeological excavation of features.

Teaching/Training

Role	Team Development
Field Archaeologist	May be required to assist the Site Director in training new Field Archaeologists, trainees, volunteers or students.

Confidential information

Confidential Information Handled	Frequency
Sensitive site/client/Unit information	Daily