BAJR

Guide 33

Guide to a Career in Archaeology

BAJR Practical Guide Series

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INTRODUCTION

BAJR (**British Archaeological Jobs and Resources**) is the UKs leading archaeological jobs site. It hosts an online resource library and directory including over 40 BAJR guides to numerous archaeological techniques and aspects of archaeological employment and through its Facebook page provides the UKs largest and best supported online archaeological discussion forum.

The BAJR Guide to a career in Archaeology was first published in 2014. It was intended as a brief guide to the basics of a career in UK archaeology, particularly aimed at new entrants to the profession. This is the first update of the 2014 document. Although published only 3 years ago, it has clearly needed revision, particularly on light of the expansion of the UK archaeological workforce in the past 12 months or so. Readers familiar with the original, will notice that whilst the main content remains pretty much unchanged, names of bodies have been updated (CIfA instead of IfA, HE instead of EH) as have wage rates. There are additional references to other BAJR guides and expanded sections on CIfA, trade unions, CSCS certification and the BAJR Skills Passport. (If none of those initials make sense, then read on…..)

OTHER BAJR GUIDES

A number of BAJR guides expand upon subjects covered briefly in this document. All these guides (and many more) are available free and online at http://www.bajr.org/BAJRread/BAJRGuides.asp

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-- **UNDERSTANDING EMPLOYABILITY**

A SHORT HISTORY OF PROFESSIONAL ARCHAEOLOGY IN THE UK

Curently (2017), there are circa 6-7000 professional archaeologists working in the UK, in an industry that has a turnover variously estimated as between 200 and 500 million pounds per year. Over the coming years both the number of archaeologists and the turnover of the industry is likely to increase. This has not always been the case and new entrants to the archaeology 'industry' should always retain a sense of perspective on its size and durability.

There were very few 'professional' archaeologists in the UK prior to WWII. A small number of academic archaeologists carried out excavations during the summer months and a small number of amateur societies undertook excavations in their own localities. Of course there were rare exceptions and larger scale privately funded excavations did take place; Caerleon in Wales and at Verulanium (both excavations led by Mortimer and Tessa Wheeler) and the British Museum excavations at Sutton Hoo being exemplars of their type. The majority of staff working on these excavations however were either students or volunteers and the idea of a paid career in archaeology was for most people a pipe dream.

Post-WWII redevelopment of many town and city centres and increasing encroachments into the rural outskirts of settlement allowed for the development of archaeology as a profession. A number of local authorities established city, town or county archaeologist posts (particularly after local government reorganization in 1974) and this often led to the creation of a local or regional excavation 'unit' to both monitor and excavate as and when required. The majority of archaeological posts created in this way were funded directly by the local authority, although occasionally developers were enticed into offering funding for archaeological work resulting directly from their construction works. At the same time a few universities also created excavation units linked to their academic departments, as did a number of museums. Nearly all archaeological organisations established during this time, worked within defined geographic localities; two exceptions being the Central Excavation Units with a nationwide brief established by the Departments of Environment in both Scotland and England.

During this time archaeological methodologies were developed that required a more professional approach to excavation work. These were tied into construction deadlines and required full-time engagement, often sharing sites with construction workers and integrated into demolition and construction activity. In cities and towns this led to archaeologists being employed full time, directly by local authorities. Outside of the conurbations, full time work also became available, although often carried out by so called peripatetic 'volunteers' working on what became known as the 'digging circuit'. 'Circuit diggers' received an expenses allowance rather than a salary, often untaxed and without deductions for National Insurance.

During the late 1970s and early 80s a significant number of job creation schemes were initiated by the Manpower Services Scheme (MSC) based around archaeological projects. The schemes provided an entry route into archaeological employment for many individuals who might previously have been excluded for lack of formal qualification and/or availability of projects in their local area. The schemes coincided with a general increase in paid archaeological employment and many participants were able to go from the schemes into careers in archaeology.

Plate 1: Archaeologists at Tea Break - York 1984

During the 1980s, more and more developers were encouraged to wholly fund excavations resulting from their construction activities. This became formalised following the publication of Planning Policy Guideline (PPG) 16 in 1991, where planning conditions could be used to regulate funding and access for archaeologists. The publication of PPG16 coincided with the first great 'downturn' in archaeological employment, with many archaeologists who had been employed by local authorities being laid off. PPG16 allowed the developer to choose an archaeological organization to fulfil their planning conditions rather than being tied to an existing local unit. In an attempt to make up for the loss of locally based projects, many archaeological units expanded their geographic range and started to competitively seek work in areas once solely covered by another organization. This was effectively the birth of widescale commercial archaeology in the UK.

Commercial archaeology enormously increased both the funding of UK archaeology and the number of archaeologists employed until a second great downturn in 2008-09 following the worldwide banking crisis. Virtually overnight the number of employed archaeologists in the UK and Ireland was halved from around 6000 to about 3000. More significantly perhaps it created a situation where for a number of years after the crash it was very difficult for newly graduated archaeologists to gain early-career employment in archaeology fieldwork. More experienced archaeologists who left the profession at that time have shown little enthusiasm to return. This is sometimes referred to as the 'lost generation' of British archaeologists.

As we come to the end of 2017. there is a vastly different outlook on the future of UK archaeology, at least in the short term and it is predicted that major infrastructure projects will require far more archaeologists than are currently available. To a certain extent the slack has been taken up by increasing numbers of archaeology workers coming into the UK from other EU countries, although concerns over the effects of the UK leaving the EU in 2109 (Brexit) may eventually come to limit this source of labour. What is certain is that the next few years promises to offer an increasing number of opportunities to enter the archaeological profession.

JOB DESCRIPTION

The main role of an archaeologist is to preserve, record and interpret archaeological remains. However, there are a host of career paths that may be followed within this increasingly diverse discipline.

In broad terms the following job categories exist:

- Contract or Commercial Archaeology
- Research or Academic Archaeology
- Public or Community Archaeology
- Specialist Archaeology
- Curatorial and National Organisations

Recent developments in investigative techniques from LIDAR to more sophisticated and nuanced geophysical works have led to many more sites being identified. Not everything can be saved but most sites/finds are preserved in situ. If that approach is impossible, excavation will be carried out and the site preserved by record.

Commercial archaeology - the developer is responsible for the costs of any excavation and post excavation as well as ensuring that time is available for the work to be completed. An archaeologist therefore requires good skills in managing an unknown resource to come in on time and on budget.

Research - sites or survey projects may be excavated or examined over months and years subject to funding and this can be more focused on answering specific questions relating to a period or landscape region.

Public archaeology - a growth area in which you should have competency in a range of skills including education and engagement as well as good field and reporting skills. The ability to work with a range of ages and demographic is very important.

Specialist - Although it is true to say that we are all specialists under the umbrella term 'archaeologist' - a range of specialisms have become known as a distinct skillset. Examples are: photographer, surveyor, ceramicist and osteologist, who have, by definition, specialised in a particular area of study where others might have a more general understanding.

Curatorial and National Organisations – working with one of the national agencies, such as English Heritage, CADW, HES or Councils. Good jobs, and need to understand legislation, and a range of skills from education to budgets, and GIS/database mangement.

No matter which area of archaeology you decide to work in, the end result is about Interpretation and dissemination. You should consider the various forms that this might take including creation of research reports, publications and books, websites, film, interpretation panels and leaflets.

TYPICAL WORK ACTIVITIES

A recent report - *Survey of Archaeological Specialists 2016-17* identified 87 individual archaeological specialisms. BAJR has 112 separate grade/job titles that broadly mirror this. It is difficult to generalise about the activities a typical archaeologist undertakes., but the work usually falls into one of five areas:

1. **Curatorial**: planning and advising, mostly local government and NGOs (Non- Governmental Organisations).
2. **Contracting**: includes commercial consultancy and project work.
3. **Scientific/Technical**: ranging from geophysics to illustration and ceramic analysis to archaeobotany.
4. **Academic:** includes everyone from Tutor to university lecturer.
5. **Museum:** includes Portable Antiquities Scheme (PAS) finds liaison officers (FLOs) or museum archaeologists.

Every archaeology job is different but it is likely to involve many of the following activities:

- desk-based assessment;
- surveying sites – geophysical, GPS survey, topographic, aerial photography;
- digging and site recording via photography, detailed notes and drawings;
- analysing finds;
- writing site reports detailing the results of projects, surveys and excavations;
- conservation and preservation of metal, wood, leather and other delicate or fragile objects;
- displaying and curating finds in museums;
- using computers (computer aided design) to record and interpret finds, e.g. showing what a structure might have looked like based on excavation results.
- recording and analysing historic buildings – measured drawings, photography, photogrammetry;
- checking planning applications and identifying possible archaeological impact using the Heritage Environment Record (HER);
- advising the local authority on appropriate action within the current planning regulations;
- acting as an consultant between client and the contracting archaeologist;
- issuing briefs, i.e. detailed plan of what is going to happen and an outline of targets;
- writing or approving written schemes of investigation provided by the digging team;
- maintaining the HER;
- making presentations, e.g. talking to local history groups;
- publishing, e.g. books or articles about an area covering a number of sites;
- identifying and recording maritime archaeological sites;
- photography and illustration;
- forensics and other connected disciplines;
- GIS, database and digital technologies

WORK CONDITIONS

- Starting salaries in commercial archaeology begin at £21,000+ (as of 2022) with the next level at c. £23,000 and senior positions starting at around £32,000. These rates are based upon advertised salary minima set by the BAJR Employment and are rates respected by the larger archaeological organisations. 7

- Trainee rates which are lower than the industry average, are advertised after discussion with BAJR administrators. Normally a training period will be time limited after which the employee will move onto the starting salary.

- The best pay seems to be as an academic in universities or with governmental agencies and the lowest with commercial companies. In both private and public sectors salaries are generally low, against comparable professions. In general there is a low staff turnover in better paid positions and recent cutbacks have left many vacated posts unfilled.

- *Profiling the profession*: a series of 5 survey reports on archaeological jobs in the UK commissioned by national archaeological boards and supported by the European Commission and carried out in 1997-98, 2002-03, 2007-08, 2012-13 & 2019-20. In 2019-20, From these data the average income for respondents was calculated – £30,183. When wages are normalised to 37.5 hours (income divided by the average weekly hours they work and then multiplied by 37.5) of work the average is £32,910. The median (half way point, where half the archaeologists earned more, and half, less) was £28,500 and normalised to 37.5 hours was £30,405.. The average for all UK full-time workers was £32,700, so average archaeology earnings were 85% of the UK average. The same percentage was also the case in 2007-08. Profiling the Profession

- Working hours are typically 37.5 hours per week with some possible overtime on site.

- The 2012-13 *Profiling the Profession* survey found that 82% of archaeologists were in permanent positions or on open ended contracts. The average length of a temporary contract for workers with less than 2 years service was 11 months.

- Working conditions range from a muddy site in the middle of winter to an office probably cluttered with boxes of finds and site reports. As your career progresses you are more likely to be indoors surround by paper than outside surrounded by mud.

- Self-employment is possible once you have experience – with BAJR recommending at least 3 years before you consider this possibility. You need experience, equipment, insurance and confidence.

- Part-time work is possible – however the low turnover means career breaks can be difficult – there may not be a vacancy to come back to.

- Generally, there are equal opportunities for men/women. Currently, there is a slight preponderance of men at the top levels due to the length of time spent in the job. Archaeologists have a relaxed dress code, but on many sites are required to wear standard Personal Protective Equipment (PPE), of hi-vis clothing and protective head and footwear. On sites with particular contamination problems, archaeologists may be required to wear specialist protective clothing
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- Whilst there might be a widely held opinion that archaeology is a stress-free profession, that is often not the case. Difficult working conditions, constant and frequent changes of location, instability of employment, working away from home and family often with idiosyncratic colleagues, particularly during early career years added to the temptations of alcohol and narcotics, can cause stress over and above that encountered in other professions.

- There are occasional opportunities for working overseas – and this is mainly through contact with groups, individuals and organisations carrying out research work abroad. Often these positions are unpaid or carry a small honorarium, and may/should pay for food, accommodation and flights.

ENTRY REQUIREMENTS

In general professional archaeologists are highly qualified. The 2012-13 *Profiling the Profession* survey showed that 1 in 5 UK archaeologists held a Doctorate or post-doctoral qualification, up from 1 in 8 in 2007-08. Almost half (47%) held a Masters degree or higher, up from 40% in 2007-08 and 93% of archaeologists held a Bachelors degree or higher. 95% of archaeologists aged under 30 were graduates.

Although a non-relevant degree does not preclude entry to the profession, degrees in the following areas are more likely to increase your chances of employment:

- **Archaeology**
- **History**
- **Heritage Management**.

However, there are some specialisms for which a degree in, for example, a biological or environmental science is more appropriate. Other sciences, which can lead to a degree in archaeology, include biology, botany, medicine, geography and zoology. A postgraduate 'conversion' course in archaeology might be helpful, although it may not be necessary if a particular specialist skill or knowledge is needed on a project. Archaeologists were highly qualified, and over time the average levels of qualifications held have risen.

An higher education qualification in computing could also be useful due to growth in the use of digital recording and analysis, computer aided design (CAD) and geographical information systems (GIS).

Currently the archaeology 'market' is in a state of flux, with fieldwork increasing, but with trained staff at an all-time low. Whereas entry into the profession since 2008 has been highly competitive and the number of undergraduates exceeded growth of employment, that situation no longer applies. But you still need to show determination, patience and enthusiasm. Learn to grasp opportunities to network and show you are willing to get involved. **Remember that a degree in archaeology does not mean a job in archaeology,** and practical experience is essential to progress beyond an entry level position.

As well as conversion courses, specialist postgraduate courses are available in a wide range of subjects. Some are full-time and others part-time or available by distance learning. Subjects include: aerial photography, biomedical and forensic archaeology, conservation of historic artefacts, numismatic studies, archaeological heritage management, zooarchaeology, palaeopathology, historic landscape studies, museum studies, osteoarchaeology, marine archaeology, scientific methods, wetland archaeology, GIS and archaeology, biomolecular archaeology and curatorial archaeology.

Find courses on BAJR: **http://www.bajr.org/BAJREducation/UniversitiesSearch.asp**

It cannot be emphasized enough that a degree in archaeology does not make an archaeologist, nor does it guarantee an automatic entry into employment at the end of either an undergraduate or post-graduate degree course. You will still need practical skills to gain the abilities that will be looked for in a highly competitive job market. Pre-entry work experience above and beyond the fieldwork experience gained during degree studies will show commitment and a genuine interest in becoming a professional.

BAJR has introduced the archaeological *Skills Passport* enabling new entrants into the profession to register fieldwork achievements during both their study years and in the early weeks and months of their professional lives. The *Skills Passport* has been adopted by both universities and by major archaeological employers, as well as by a number of non-affiliated field schools. More details on the ***Skills Passport*** are available through the link: **http://www.archaeologyskills.co.uk/**

Some job adverts ask for varying lengths of experience as a pre-qualification for potential applicants. These may say 3, sometimes 6 and sometimes 12 months of commercial experience (normally acquired in the UK or Ireland). Less experienced staff should not be put off by such adverts. Many trainee positions have become available over the past few years, as employers come to terms with recent demands for a larger workforce. Training positions vary in form from basic site skills training, (often advertised at the same time as posts for more experienced staff) through to advanced specialist skills. Field staff training posts normally pay at a lower rate than for experienced staff for the period of training, but successful applicants can expect wages to be raised after a fixed period.

Internships are a thorny issue and if you decide to take on an unpaid position you must consider the worth to yourself first.

Entry into the archaeological profession without a degree is still possible, although it is not as frequent as once might have been the case. Recent government innovations, particularly Modern Apprenticeships, attempt to bridge the gap between formal qualifications and learning through experience. Archaeological employers and national bodies such as Historic England and the Chartered Institute for Archaeologists (CIfA), are examining initiatives to introduce **apprenticeships** into UK archaeology, although at the time of writing, these are still some way off. Whilst it is hoped that in the next few years practical short training courses will be available across the country, until they are formal tertiary education, will remain the most used entry route. The Skills Passport is a particularly useful tool for trainee archaeologists who lack formal qualifications.

KEY SKILLS NEEDED TO BECOME AN ARCHAEOLOGIST INCLUDE:

- good organisational ability in order to manage the variety of essential tasks and to keep on top of the records required for a complete documentation;
- accuracy and attention to detail in conjunction with a methodical and neat approach;
- adaptability and ability to stay up to date with changes in archaeological techniques;
- a team-orientated approach. This is especially important during fieldwork; 11
- good computing and IT skills and a willingness to keep up to date with technological advances;
- communication skills, both written and oral;
- an inquisitive and analytic mind;
- a level of physical fitness and resilience are also important in many posts, particularly those involving a lot of time outdoors – though this does not have to be a barrier for those with disability

TYPICAL EMPLOYERS

The 2012-13 *Profiling the Profession* survey found that archaeologists were employed by:

- Commercial private sector contractors (approx 59% of the workforce);
- local government (10%) – including local authority museums;
- university archaeology departments (14%);
- national heritage agencies and royal commissions (11%);
- other organisations (6%)

The biggest growth area in the recent past has been commercial archaeology in advance of building work. Private commercial contractors will employ diggers, site supervisors, researchers, finds specialists and others.

Of the approximate 5000 archaeologists believed to be working in the UK in 2012-13, it is estimated that 56% worked for organisations providing field investigation and research services, 25% provided historic environment advice, 2% museum and visitor services and 17% worked for academic and education organisations.

Sources of Vacancies in the UK

- **British Archaeological Jobs Resource (BAJR):** Providing you with a service that protects, advises and supports archaeologists.
- **CIfA Job Information Service (JIS):** This is a collection of archaeological jobs advertised in the national press in Great Britain. 12
- **University of Leicester Job Desk:** Vacancy listing source for museums, galleries and heritage jobs.
- **Museum Jobs.com:** The jobsite for Museum, Galleries, Archives and Libraries.

Useful Publications and Websites

- Archaeology Abroad, Bi-annual
- Archaeological Fieldwork Opportunities Bulletin (AFOB),
- British Archaeology – CBA, 6 per annum
- Current Archaeology Magazine - monthly
- Museums Journal and Recruitment Supplement - Museums Association (MA), monthly
- The Archaeologist – professional magazine - CIfA – 3 times a year
- Past Horizons Online Archaeology Journal – daily archaeology articles
- Past Horizons Project Database - hundreds of projects around the world

CAREER DEVELOPMENT

Profiling the Profession 2012-13 estimated that there were around 5000 professional archaeologists, yet very few people make a long-term career in archaeology. Career development can be very slow so many graduates stay in the profession for four to five years before leaving to earn enough elsewhere in order to support a family and obtain a mortgage etc. The number of UK archaeological professionals has increased considerably in recent years and may have returned close to the 7000 figure recorded before the 2008 financial crash.

The average age of an archaeologist in the 2012-13 survey was found to be 41 years and 9 months. The average age of a female archaeologist was 39 and males 44. Women were especially likely to leave the profession before the age of 40. They comprised 65% of all archaeologists between 20 and 29 but only 29% of those between 40 and 49.

For the persistent, a typical career path might be two years as a digger, three further years as a site supervisor then project officer before moving on to a project manager of a unit or moving into development control within a local authority. The director of a unit might stay in the same post for 25 years. The lack of staff turnover can lead to bottlenecks at both project manager and director levels.

The size of archaeological units varied. Approximately 30% employed less than 10 staff, whilst only one organisation regularly employed over 250 staff. A typical small unit might consist of six or seven full-time and six short-term contract staff. Recent infrastructure projects have seen consortiums of smaller organisations working together to achieve economies of scale and to be able to provide staffing resources adequate for the project at hand. It is expected that consortium working will continue to address the current glut of large scale infrastructure schemes. **Consortium working does not automatically guarantee that employees working for different companies on the same project will receive equal pay or comparable benefits.**

TRAINING

In-work training tends to be on short, specialist courses relevant to the particular job. An example would be the finds-orientated courses run by organisations such as Historic England. The CIfA expects corporate members to maintain both a Personal Development Plan (PDP) and a Continuing Professional Development (CPD) log. It is anticipated that both PDP plan and the CPD log will become an essential component of the Chartered Archaeologist scheme currently under development. BAJR has a large resource of guides and manuals on several aspects of archaeology, including osteology, fieldwalking, building recording and geophysics with more on the way.

For those who already hold an archaeology degree and would like to specialise further, there are a wide range of postgraduate opportunities in different branches of archaeology, including conservation, heritage management, archaeological sciences and period based studies. The introduction of high tuition charges for undergraduate degrees has bought into sharp focus the costs of academic qualifications and this may have had a deterrent effect in entering postgraduate courses. A few postgraduate courses are also available by distance learning. Search for them here: http://www.bajr.org/BAJREducation/coursefinder.asp

There is also a need for archaeologists to continue to read around the subject. Ongoing research and scientific breakthroughs mean that practitioners need to keep up to date with more than just their own specialist area.

Archaeology in the UK often requires travelling to places and at times where public transport is not available. For this reason a full **driving licence** is also cited as an essential requirement on some job adverts.

BAJR developed the ***Skills Passport*** aimed at early career development, which has been available since 2014. The passport is widely used across both across professional archaeology and as a record of student field skills achievement. **http://www.archaeologyskills.co.uk/.** A fuller description of the *Skills Passport* follows.

Construction Skills Certificate Scheme (CSCS) Cards have become essential for archaeologists who work on certain types of development sites. The cards provide evidence that holders have taken and passed an Environmental Health and Safety exam set by the Construction Industry Training Board. **www.bajr.org/Documents/28CSCSCard.pdf** A fuller description of the CSCS card scheme follows.

THE BAJR SKILLS PASSPORT

The *Skills Passport* from its inception in 2008 was intended to provide a stepping stone towards professional accreditation at the start of, or prior to a career i.e. membership of the Chartered Institute for Archaeology (CIfA)); a means of recognising personal skill gaps; and a convenient way to log continual professional development (CPD) and creating Personal Development Plans (PDP).

The *Skills Passport* contains a record of basic competences gained and in conjunction with the website, acts as an invaluable guide to career pathways (by highlighting skills required for archaeological occupations). Skills are grouped into **Core Skills** (basic requirements for all field archaeologists); **Secondary Skills**, (recommended for advancement beyond a basic level) and **Tertiary Skills**, (which, in reality extend into any number of potential specialisms from Lithic Analysis to Heritage Law).

The passport helps potential employers make a more informed assessment of a job applicant's skills. CVs and covering letters are well known for their over reliance on self-assessment and self-aggrandisement. An employer might only find out if a person is actually competent or not once into the job. The *Skills Passport* acts as a much more reliable record of the skillset attained by a job applicant.

The passport contains degrees of ability:

- **Novice**: Able to carry out the specified task under supervision.
- **Competent**: Able to carry out the specific task with limited supervision.
- **Proficient**: Able to carry out the specific task independently and support others confidently

After completing this task 4 times (usually within the space of 2 years) the passport holder gains confidence to be able to carry out the task with some degree of competence. A prospective employer can crucially see concrete evidence of an ability to undertake a task, including the signature of the person who signed-off the task.

From the view of the potential employee, the *Skills Passport* allows its owner to see exactly what skills they need to learn in order to gain employment within the profession. The *Skills Passport* is specific and uncluttered and each skill is standardised requiring no formal ruling and validation, as this is carried out as a self-regulatory system. A skill is gained, dated and signed off by named individuals, who by doing this are confirming the passport holder's competence. It requires a simple test on each practical skill and asks "*can you carry out the task without assistance or not*"?

Further details of the ***Skills Passport*** are available at **http://www.archaeologyskills.co.uk/**

CONSTRUCTION SKILLS CERTIFICATE (CSCS CARDS)

CSCS certification is an Environmental Health and Safety examination set and administered by the Construction Industry Training Board (CITB). Proof of the examination is through a card-based system, hence its normal description as the 'CSCS Card'. The certification is relevant to archaeologists when they work in conjunction with ongoing construction works or in pre-construction activities managed by construction industry health and safety standards. Two types of card are available for archaeologists.

The Professionally Qualified Person (PQP) card is available to archaeologists who are members of the CIfA. Candidates need to pass an online exam normally undertaken at a local test centre and then apply for the card. There is an exam fee of £19.50 and a card registration fee of £30. Applicants need to provide a copy of their CIfA membership card when applying for the PQP card. Cards are normally valid for 5 years.

The Academically Qualified Person (AQP) card is available to archaeologists who hold a degree in an archaeological subject or in a subject related to their archaeological specialism As with the PQP card, candidates need to pass an online exam normally undertaken at a local test centre and then apply for the card. The exam level for the AQP card is at the Managers and Professional level and is slightly more complex than that required for the PQP card. The exam and card registration fees for the AQP card are the same as for the PQP card. Applicants need to provide a copy of their degree certificate when applying for the AQP card and may need to provide additional information if their degree is not specifically in archaeology.

Archaeologists can enter the exam and obtain a CSCS card at their own cost, although many employers are happy to pay for the cost of both the exam and the card. Unemployed workers may be able to get assistance from their local unemployment office.

Applicants seeking a CSCS card should contact CITB directly through their CSCS card webpage and be aware that private companies exist, who may charge additional fees to arrange the exam and registration.

The CSCS card scheme has recently been revised and a previous archaeologist grade of 'Construction Related Operative' (CRO) is no longer available. However former CRO cards are still valid until their expiry date. Once a CRO card expires, holders will need to take the AQP or PQP test to renew their CSCS certification.

Official site: **https://www.cscs.uk.com/**

BAJR Guide: www.bajr.org/BAJRGuides/28. CSCS Cards for Archaeologists/28CSCSCard.pdf

CHARTERED INSTITUTE FOR ARCHAEOLOGISTS (CIfA)

The Chartered Institute for Archaeologists (CIfA) is the professional institute for UK based archaeologists. It has various grades of membership, two of which (Student and Affiliate) and non-corporate and three (Practitioner, Associate and Member) which are corporate and allow members to vote on Institute affairs. The institute is in the process of developing a fourth corporate grade of Chartered Archaeologist. Prior to 2014, and before the Institute received its Royal Charter, it was known as the Institute for Archaeologists (IfA).

- Student – non corporate 17
- Affiliate – non corporate
- Practitioner (PCIfA) – corporate
- Associate (ACIfA) – corporate
- Member (MCIfA) – corporate

The different levels of the corporate grades are based on a combination of qualification and experience. An Applicants Handbook detailing how to apply for the different grades is available at **https://www.archaeologists.net/join/individual**. And a BAJR Guide is available here: **http://www.bajr.org/BAJRGuides/47_PIFA_Guide/47_JoiningasPCIfA.pdf**

Members of the CIfA pay a subscription rate based upon their salary and membership grade. Concessionary rates are charged to members on low salaries. The Institute organizes an annual conference and, again concessionary rates and bursaries are available for low income, unemployed or student members.

Although CIfA is a professional Institute, concerned with standards, guidance and a Code of Conduct, it is not a trade union and its involvement with issues of employment and terms and conditions of employment is very limited. It does recommend minimum salaries for its corporate grades, but has no legal power to enforce the recommendations and does not negotiate with employers.

CIfA maintains a register of archaeological organisations (RAO) who voluntarily agree to abide by standards and a Code of Conduct set by the Institute. The RAO scheme mandates organisations to promote the Institute and ensure that employees also abide by the Code of Conduct, irrespective as to whether individuals are subscribing members of the Institute.

As mentioned previously corporate membership of the CIfA is one of the two ways through which a construction industry CSCS card can be obtained.

CIfA DIGGERS FORUM AND OTHER SPECIAL INTEREST GROUPS (SIG)

A number of Special Interest Groups (SIG) exist within the CIfA structure. These cover a variety of interests, such as geographic groupings of members (e.g. London, Scotland, Wales groups), some subject based (e.g. Finds, Graphics, Buildings) and some issue based (e.g. Equality and Diversity, International practice, New Generation). All subscribing members are entitled to join these groups free of charge. A nominal charge is made for non-CIfA members.

The largest group and perhaps the group of most interest to early career archaeologists working in the field, is the **Diggers Forum SIG**. To quote directly from their statement of purpose:

'The Diggers' Forum (DF) is committed to creating a positive, sustainable and financially viable career for all professional archaeologists at all points in their career. The DF is a Special Interest Group of the Chartered Institute for Archaeologists representing all archaeologists working out on site at whatever grade. Membership of the DF is open to all.

The DF was formed in 2004 to represent the views, aspirations and professional requirements of its members, in addition to campaigning for improvements in pay and conditions within the profession. The views of those new to a career in archaeology, or who are employed at the lower rungs of the job, are under-represented in the industry. It is a key aim of the Diggers' Forum to redress this balance and keep the issues and welfare of its membership at the top of the CIfA agenda and publicised to the world beyond.

The Diggers' Forum will serve as a platform to provide up to date news and information to its members, as well as actively encouraging debate and involvement within the DF and CIfA on the developing roles required of field-staff now and in the decades to come'.

Diggers Forum has both a Facebook page and a Members page accessible through the main CIfA web portal **https://www.archaeologists.net/groups/diggers.**

TRADE UNIONS IN ARCHAEOLOGY

A number of UK trade unions organise on behalf of archaeologists. Trade unions take on the responsibility for collective bargaining on pay and benefits, and have a statutory right to be involved in Health and Safety management, disciplinary procedures and redundancy negotiations. Trade unions offer members discounted or free legal advice, protection when employment issues are raised, education, training and other benefits. Trade unions may or may not be affiliated to a political party (for which members have the right to choose whether they pay the unions political levy) or to the Trades Union Congress (TUC).

It is not the intention of this guide to point prospective union members in the direction of any one trade union. However if a trade union is already recognised in the workplace, it makes sense to ally to that union. The following list details trade unions who it is known have archaeologist members.

- Prospect – archaeological members throughput the UK. **https://prospect.org.uk/heritage/?s=archaeology&f=industries**

- Unison – largely local government based **https://www.unison.org.uk/**

- Unite - the UKs largest trade union. Very active archaeology section in Ireland **http://www.unitetheunion.org/**

Archaeologists who are not currently represented by a trade union can contact any of the above for advice on how to start a trade union branch. It isn't as difficult as it might seem.

It is important to remember that whilst the national trade union organization can provide support and resources, most trade unions rely on a local branch for day to day organization. This is normally unpaid and voluntary and **often the branch is only as effective as its members are active.** Recognised trade unions are allowed to claim facility time from employers for a limited number of activities and branch roles (e.g Health and Safety committee meetings, AGM etc etc).

Most employment issues that arise within UK archaeology are issues that trade unions are best suited to deal with. Membership subscriptions are normally based on salary and all of the unions listed have concessionary rates for low paid, unemployed or retired members.

APPENDIX 1: STAFF ROLES AND EXPECTED BAJR GRADE

FIELD/CONTRACT STAFF

JOB TITLE	BAJR GRADE
Director/Managing Director	**G7**
Project Manager	**G6**
Senior Project Officer	**G5 - G6**
Project Officer	**G5**
Asst./Junior Project Officer	**G4/5 - G5**
Senior Supervisor	**G4 - G5**
Supervisor	**G4**
Asst./Junior Supervisor	**G3/4 - G4**
Senior Site Assistant/Archaeologist (2+ years)	**G3**
Site Assistant/Archaeologist (6+ months)	**G3**
Junior Site Assistant/Archaeologist (2+ months)	**G2**
Trainee	**G1**

ACADEMIC POSTS

JOB TITLE	BAJR GRADE
Tutor	**G4 - G5**
Lecturer (A)	**G5 - G6**
Lecturer (B)	**G6**
Research Fellow	**G6**
Professor	**G7**
Reader	**G7**

Technical or Specialist

Job Title	BAJR Grade
Draughtsman	**G3 – G4/5**
Senior Illustrator	**G4/5 - 6**
Illustrator	**G3 – G4/5**
Asst./Junior Illustrator	**G2 - G3**
Senior CAD/GIS	**G4/5 - 6**
CAD/GIS	**G3 – G4/5**
Asst./Junior CAD/GIS	**G2 - G3**
Senior Computing Officer	**G4/5 - 6**
Computing Officer	**G3 – G4/5**
Asst./Junior Computing Officer	**G2 - G3**
Senior Surveyor	**G4/5 - 6**
Surveyor	**G3 – G4/5**
Asst./Junior Surveyor	**G2 - G3**
Senior Photographer	**G4/5 - 6**
Photographer	**G3 – G4/5**
Asst./Junior Photographer	**G2 - G3**
Senior Buildings Archaeologist	**G5 - 6**
Buildings Archaeologist	**G3 – G4/5**
Asst./Junior Buildings Archaeologist	**G3**
Senior Geophysical Surveyor	**G4/5 - 6**
Geophysical Surveyor	**G3 – G4/5**
Asst./Junior Geophysical Surveyor	**G2 - G3**
Senior Marine Archaeologist	**G4/5 - 6**
Marine Archaeologist	**G3 – G4/5**
Asst./Junior Marine Archaeologist	**G3**
Senior Education/Outreach Officer	**G5 - 6**
Education/Outreach Officer	**G3 – G4/5**
Asst./Junior Education/Outreach Officer	**G3**
Senior Finds Officer	**G5 - 6**
Finds Supervisor	**G3 – G4/5**
Finds Assistant	**G3**
Senior Aerial Officer	**G5 - 6**
Aerial Officer	**G3 – G4/5**
Junior/Asst. Aerial Officer	**G3**

Research / Archives & Publishing

Job Title	BAJR Grade
Senior Archivist	**G6**
Archivist	**G5 - G6**
Assistant Archivist	**G4 - G5**
Senior Researcher (includes Documentary, Map & General)	**G5 - G6**
Researcher (includes Documentary, Map & General)	**G4 - G5**
Senior Editor	**G5 - G6**
Editor	**G4 - G5**

Local Government

Job Title	BAJR Grade
Curator / County or City Archaeologist	**G7**
Asst Curator / County or City Archaeologist	**G5 - 6**
Development Control Archaeologist	**G5 - 6**
SMR/HER Officer	**G5**
Assistant SMR/HER Officer	**G4 - G5**
Senior Education/Outreach Officer	**G6**
Education/Outreach Officer	**G5**
Asst./Junior Education/Outreach Officer	**G3 - G5**

Administration

Job Title	BAJR Grade
Senior Administrator / Accounts	**G5 - 6**
Administrator / Accounts	**G4 - G5**
Assistant/Junior Administrator / Accounts	**G2 – G3**
Secretarial / Receptionist	**G2**

Consultant

Job Title	BAJR Grade
Senior Consultant	**G7**
Consultant	**G5 – G6**
Assistant/Junior Consultant	**G4 – G5**

National Organisation

Job Title	BAJR Grade
Chief / Principal Inspector	**G7**
Inspector (Ancient Monuments)	**G5 – G6**
Inspector (Built Heritage)	**G5 – G6**
Inspector (Parks, Gardens & Landscape)	**G5 – G6**
Junior Inspector (Ancient Monuments)	**G4/5 – G5**
Junior Inspector (Built Heritage)	**G4/5 – G5**
Junior Inspector (Parks, Gardens & Landscape)	**G4/5 – G5**
Monument Warden / Guardian	**G3 – G5**

Education and Outreach Posts

Job Title	BAJR Grade
Senior Outreach Manager	**G6**
Outreach Officer	**G5**
Outreach Assistant/Supervisor	**G4**
Senior Community/Volunteer Manager	**G6**
Community/Volunteer Officer	**G5**
Community/Volunteer Assistant/Supervisor	**G4**
Senior Education/Schools Manager	**G6**
Education/Schools Officer	**G5**
Education/Schools Assistant/Supervisor	**G4**

SCIENCE BASED POSTS

JOB TITLE	BAJR GRADE
Dendro/Timber Specialist	**G5 – G6**
Junior Dendro/Timber Specialist	**G4 – G5**
Archaeobotany/Enviromental Specialist	**G5 – G6**
Junior Archaeobotany/Enviromental Specialist	**G4 – G5**
Osteology (Human or Animal) Specialist	**G5 – G6**
Junior Osteology (Human or Animal) Specialist	**G4 – G5**
Conservator	**G5 – G6**
Junior Conservator	**G4 – G5**
Geoarchaeologist Specialist	**G5 – G6**
Junior Geoarchaeology Specialist	**G4 – G5**
Lithic Specialist	**G5 – G6**
Junior Lithic Specialist	**G4 – G5**
Ceramic/CBM Specialist	**G5 – G6**
Junior Ceramic/CBM Specialist	**G4 – G5**
Glass Specialist	**G5 – G6**
Junior Glass Specialist	**G4 – G5**
Metalwork Specialist	**G5 – G6**
Junior Metalwork Specialist	**G4 – G5**

APPENDIX 2: GRADES USED IN BAJR JOB ADVERTS

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)*

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. . **Previous experience** Substantial relevant experience (seven+ years).

G 7 : *(ie Directorial and Senior Management)*

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).

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