

**Specialist competence matrix – to support applicants who work in local authority roles, including Historic Environment Record Officers
and Development Control Assistants**

PLEASE NOTE: All applications will be assessed against the main competence matrix (P3 Applicant’s Guide) with the specialist matrix as an advisory document only.

	Knowledge	Autonomy	Coping with Complexity	Perception of Professional Context
Practitioner (PCifA) Likely to be for HER and DC assistants.	<ul style="list-style-type: none"> Working knowledge and understanding of a wide range of archaeological periods relevant to area of work. A good understanding of the current range of archaeological techniques and practices and an understanding of the appropriateness of their use although advice from an experienced colleague is likely to be available where required. Basic knowledge of relevant planning legislation and practice. Basic knowledge and understanding of current guidance for historic environment. Able to use GIS and database software to run queries of HERs under supervision. 	<ul style="list-style-type: none"> Takes some responsibility for their own work but will work to timescales and within frameworks set by their line manager. 	<ul style="list-style-type: none"> Recognises where their work fits in with the overall priorities of the team. Able to cope with several tasks at the same time with minimal supervision. 	<ul style="list-style-type: none"> A good understanding where archaeology fits in with national and local priorities and within the planning system. A good understanding of the significance of a variety of sites and how individual sites fit within a wider regional and national framework. Demonstrates understanding of the ethical requirements of the Code of conduct and is able to apply to own work. Upholds the values of the Institute to work in the public interest.

	Knowledge	Autonomy	Coping with Complexity	Perception of Professional Context
Associate (ACIfA)	<ul style="list-style-type: none"> • High level knowledge and understanding of a wide range of archaeological periods relevant to area of work. • Understanding of the current range of archaeological techniques and practices and an understanding of the appropriateness of their use although advice from an experienced colleague is likely to be available where required. • Working knowledge of relevant planning legislation and practice. • Working knowledge and understanding of current guidance for historic environment. • Confident user of GIS and database software to run simple queries of HERs. • An ability to communicate to and educate a wide variety of sectors on the importance and significance of the historic environment including the public, planners and elected members. 	<ul style="list-style-type: none"> • Considerable responsibility for their own work and that of their service within an established framework. Advice and guidance is likely to be available for more complex cases. • Responsible for the quality and timeliness of their own advice with regular monitoring from a senior colleague. • May have some responsibility for the allocations of resources and budgets but accountable to a main budget holder. 	<ul style="list-style-type: none"> • Experience of providing or contributing to high level strategic advice to a variety of wider teams for local plans, overarching visions and strategies. • Confident decision-making ability on complex and contentious matters within an established framework and with guidance. • Able to understand complex and evolving situations efficiently and provide effective advice consistent with national and local guidance and priorities. • Able to provide appropriate advice a wide variety of sectors with far ranging and conflicting views 	<ul style="list-style-type: none"> • A through level of understanding where archaeology fits in with national and local priorities and within the planning system. • Understanding of the significance of a variety of sites and how individual sites fit within a wider regional and national framework. • Understands the ethical requirements of the Code of conduct and uses them to guide and review own practice and, where applicable, that of others. Can recognise and resolve potential conflicts of interest within an established framework. Upholds and promotes the values of the Institute to work in the public interest.

	Knowledge	Autonomy	Coping with Complexity	Perception of Professional Context
Member (MCIfA)	<ul style="list-style-type: none"> • Authoritative knowledge and understanding of a wide range of archaeological periods relevant to area of work; this can include but is not limited to fieldwork. • Thorough understanding of the current range of archaeological techniques and practices and an understanding of the appropriateness of their use. • High level of working knowledge of relevant planning legislation and practice. • Authoritative knowledge and understanding of current guidance for management and conservation of the historic environment. • Advanced user of GIS and database software to run detailed queries of HERs. • Strong ability to communicate to and educate a wide variety of sectors on the importance and significance of the historic environment including the public, planners and elected members. 	<ul style="list-style-type: none"> • Substantial autonomy taking full responsibility for their own work and that of their service • Sole responsibility for the quality and timeliness of their advice and likely to be responsible for the delivery of advice from other within the team within tight timescales. • Likely to have substantial responsibility for the allocations of resources and budgets within an organisational structure. 	<ul style="list-style-type: none"> • Expert at providing high level strategic advice to a variety of wider teams for local plans, overarching visions and strategies. • Confident decision-making ability on highly complex and contentious matters. • Able to understand complex and evolving situations efficiently and provide effective advice consistent with national and local guidance and priorities. • Able to provide appropriate archaeological advice to a wide variety of sectors with far ranging and conflicting views to planners, developers and archaeologists and to guide other archaeologists within their team on particularly complex sites and issues. 	<ul style="list-style-type: none"> • High level of understanding where archaeology fits in with national and local priorities and within the planning system. • Considerable understanding of the significance of a variety of sites and how individual sites fit within a wider regional and national framework. • Demonstrates professional judgement and ethical behaviour across a wide variety of complex situations, supporting and encouraging others to do the same. Can anticipate, recognise, and resolve potential conflicts of interest. Promotes the values of the Institute to work in the public interest with colleagues, clients, and stakeholders.