

JOB DESCRIPTION

JOB TITLE:	EPPIC scheme placement: Archaeological Survey and Investigation
LOCATION:	English Heritage in Cambridge
DIVISION:	Conservation and Protection (formerly Research and Standards)
DEPARTMENT:	Archaeological Survey and Investigation
STATUS:	Placement
RESPONSIBLE TO:	Wayne Cocroft

OVERALL PURPOSE OF THE POST:

The placement offers a training opportunity, to develop skills within this specialist area of archaeology.

This specialism involves developing understanding of individual monuments and larger areas through 'landscape investigation'. It revolves around analytical field survey – the identification, analysis and recording of whatever evidence can be observed on the surface: earthworks, standing or ruined buildings, natural topography, vegetation, and so on. The value of this fieldwork is enhanced by combining it with desk-based analysis of aerial photographs, historic maps and other documents. These techniques can also be combined effectively with architectural, geophysical and aerial survey (within English Heritage, each of these techniques has its own specialist team). Applied in this integrated way, analytical field survey becomes a powerful tool for understanding individual sites, monuments or buildings in their contexts, and non-invasively (that is, without the need for excavation). It also engenders an appreciation of how historic landscapes evolve, a fascinating and important process that mixes change and continuity.

MAIN DUTIES AND RESPONSIBILITIES:

During the course of this placement the post-holder will be offered the opportunity to acquire skills in the following areas of expertise:

- **Desk-based assessment.** Using written sources, aerial photographs, historic maps and Historic Environment Records (HERs), including English Heritage's own public archive, the National Monuments Record (NMR), and in-house Geographical Information System (GIS), to achieve a basic preliminary understanding of a site;
- **Rapid field assessment.** Visiting sites to assess whether further fieldwork is appropriate, and what form that fieldwork should take; making basic observations and notes; taking supporting photographs; using hand-held GPS and graphical techniques to locate key points;
- **Understanding field survey techniques.** Different survey techniques are appropriate to different sites and objectives. The EPPIC training will aim to give you a grasp of GPS, 'Total Station' theodolites and taped 'graphical' survey, and to understand the appropriate uses of each;
- **Analytical earthwork survey.** Learning to analyse and interpret earthworks, and then, in the field, produce a plan of the earthworks that conveys those observations and interpretations;
- **Working with modern OS maps.** Using modern OS paper and digital maps and understanding principles of geo-referencing;
- **In-depth archival research.** Using the Internet, National Monuments Record, County Record Offices, Local Studies Libraries and other archives to gather information from primary and secondary sources;
- **Working with historic maps.** Understanding and using historic OS maps at a variety of scales and of different dates, as well as some earlier maps;
- **Using aerial photographs.** Awareness of the range of aerial photographs available and understanding what information can be retrieved from them;
- **Data processing.** Manipulating GPS and EDM data, to produce plans, sections and ground models, principally through AutoCAD;

- **Producing illustrations for publication.** Understanding the range of illustrative products available, what purposes they serve, and using AutoCAD and Adobe Illustrator to produce drawings;
- **Producing written reports.** Writing reports in forms appropriate to different outlets, which present a well-structured analysis supported by adequate description. At least one report for which the Placement is the principal author will be published as part of the English Heritage Research Department Report Series.

The post holder will be encouraged to attend relevant training courses, seminars and conferences, as time and resources allow. We also encourage placements to read a wide range of landscape archaeology books and journal articles to broaden and deepen their knowledge.

The training will be delivered on a mentoring/tutoring basis whilst working with the field teams. Learning outcomes and skill levels will be defined for the activities above. The placement will provide evidence towards a Level 3 National Vocational Qualification (NVQ). The successful candidate will be registered for the Qualification as part of the placement.

SALARY

£16,049 per annum

PENSION

An employers' pension contribution of 6% of salary will be paid to the post holder. The post-holder will be eligible to join the IfA stakeholder pension scheme or may elect to have the contribution paid into a stakeholder pension of their choice.

HOLIDAY ENTITLEMENT

The post holder will receive 25 days holiday per year. In addition there are 8 public holidays. 3 days holiday must be taken over the Christmas period when the offices will be closed

SELECTION PROCEDURE

The candidates who appear from their applications to have the qualifications, experience and abilities which best match those we are looking for will be invited to a field test and interview. It is therefore essential for your application to give a full and concise description of the nature, extent and level of the archaeological field experience that you have had and any posts or responsibilities you have held. The Selection Board will select the candidate most suitable for appointment. Their decision will be final.

All applicants should read the information in the letter to candidates *carefully* before making their application.

PERSON SPECIFICATION

Professional Placement in Archaeological Survey and Investigation

ESSENTIAL

DESIRABLE

TRAINING, EXPERIENCE AND QUALIFICATIONS

Degree/higher degree in archaeology
Membership of the IfA at Practitioner level

KNOWLEDGE AND SKILLS

Good knowledge and understanding of British archaeology.
Able to see work within a broader context.
Good communication skills, including the ability to write rapidly and clearly and make good oral presentations.
Able to act on own initiative and take responsibility while also able to work as part of team and of a large organisation; judgement as to when to consult and when this is not needed
High professional and personal standards

INTERPERSONAL SKILLS

Able to discuss issues with others, including non-archaeologists, with clarity and sensitivity.
Good at forming personal relationships while maintaining independence of professional judgement.

PARTICULAR REQUIREMENTS OF THE POST

Considerable involvement with colleagues both within and outside EH; some involvement with public
Some travelling using public transport
Some time pressure.
Fieldwork is an important component of this professional activity, often in inclement weather conditions and involving staying away from home base, sometimes for periods of up to several weeks (Monday to Friday).