

work in your statement of competence and CPD record by linking to evidence of ethical working in examples of your work. These might include

- referencing the relevant [Standards and guidance](#) in written reports and showing that you understand them
- showing how you keep your knowledge and skills up to date through your CPD log
- explaining how you critically evaluate your work and ensure that it is undertaken in accordance with the Code of conduct
- referring to any potential conflicts of interest you have identified within your work and how they could be resolved
- highlighting where you have contributed to the creation of new knowledge, helped others to benefit from your work or engaged with the public

Completing our e-learning module [Everyday ethics: an introduction to professional ethics and developing your ethical knowledge](#) will help you to recognise ethical dilemmas and will give you some tools to work through them to a solution. You can use the Code of conduct as a guide on how to work professionally and ethically so it is useful to refer to it regularly and think about how it is reflected in the way you work.



What else will I have to demonstrate?

The CifA [Code of conduct](#) and [Standards and guidance](#) are reinforced by [policy statements](#) so becoming familiar with them is key to the way you do your work. Look for those that are relevant to the work you are doing and show in your application that you are aware of those standards. Remember that whatever your organisation's policies are, as an accredited professional, you must work in accordance with the Code of conduct. CifA can investigate accredited individuals and organisations through a professional conduct process which is explored in this [Spotlight on... article](#).

As well as a high level of working and background knowledge about your own area of practice you should have some understanding of the work that your colleagues do and in particular how your work contributes to the wider goals of the team or organisation.

It is important to be able to recognise the roles that the different organisations you will come into contact with have in commissioning, planning, funding, monitoring and knowledge dissemination.

Types of organisation within archaeology

Trade unions

- Represent employees
- Negotiate pay and conditions
- Offer advice to individual members
- Provide representation on contractual issues



Advocacy and representation

- Government consultation
- Support and promote the profession or industry



Trade associations



- Represent employers and business
- Provide advice & support to its organisational members
- Encourage collaboration between companies within the sector

Learned societies

- Support promotion of a specific subject

Professional institutes

- Protect the public
- Regulate the profession
- Publish ethical codes and standards
- Accredit individuals and organisations
- Support professional development



All these roles are key in creating public benefit from archaeological work. How have you contributed to public benefit through your work and what examples could you use? To help you understand more about how you do this CIFA have produced a [professional practice paper on public benefit](#). The [annual conference](#) has as its theme 'Making a difference: the value of archaeology' and many of the sessions will be exploring the many ways that archaeology can provide public benefit. The call for papers for conference sessions is still [open until 14 January if you would like to contribute](#).

Everyday ethical dilemmas

Making professionally ethical choices can be challenging and there isn't always a right answer. It takes practice to become confident in weighing up what the ethical solution should be and the resources on the [professional ethics webpage](#) are designed to guide you. How would you find ethical solutions to the following dilemmas, taken from the [Introduction to ethics professional practise paper?](#)

The first thing to do is to read through the Code of conduct and see what it says about the way that you should do your work and the way you should treat people around you. Think about which parts of the Code of conduct relate to each dilemma. Making ethical decisions is not always straightforward and often resolving a dilemma is a negotiation between conflicting interests.

1. Should a field archaeological investigation include the careful trowelling or hoeing of the base of archaeological trenches dug to inform a planning application?

2. Should an archaeological post-excavation analysis programme include detailed analysis of Roman pottery when the primary research interest is on prehistoric remains?

You may find the following helpful in thinking about things from different viewpoints and deciding the most ethical course of action: Code of conduct: paragraphs two and three of the preamble and Principles 1.2, 1.3, 1.14, 1.15; the whole of principle 2; 3.6; 4.1, 4.2 and 4.3; as well as the Guidance for archaeological field excavation.

Think about your own values as well as the project design. Ethics is a negotiation between what the requirements are to satisfy job requirements within the rules, and your own satisfaction that you have delivered a professional outcome according to the Code of conduct.

Now check in the [Introduction to ethics professional practise paper](#) for alternative ways to approach this and other dilemmas.

Professional profile – Lauren Beck



Credit: Lauren Beck

I graduated from the University of Sheffield in 2015 with a BA in Archaeology but at the time the away work often associated with fieldwork wasn't an option for me and I chose to spend the following three years working outside of the industry. In 2018 I had moved back to the UK and started working for Magnitude Surveys as an Assistant Archaeological Geophysicist. I had no previous experience in geophysics but with the support of much more knowledgeable colleagues I quickly worked my way up to Field Supervisor after 4 months, then Assistant Project Officer, and then Junior Project Officer during the first lockdown in Summer 2020. I have worked on various projects, ranging from small community days to large-scale infrastructure projects. The work has included both surveying and writing reports, with fieldwork largely consisting of magnetometer surveys (hand-carried and quad-towed) and GPR surveys.

As Magnitude Surveys has been rapidly growing over the past 3 years, opportunities for personal development and promotions have opened up frequently. Most recently, a new position for a Programme Manager became available at the start of 2021 and I have thoroughly enjoyed working in this role over this past year. Working with a team of Project Officers and alongside colleagues in Sales, I manage the scheduling and resourcing of our 7 survey teams. This has challenged me in ways I was not expecting it to for a job so early in my career in archaeology and I have been able to draw upon my experience from the various other roles that I have



done previously (from call centres and an estate agents, to chalet hosting and ski race coaching, to name a few). This year I also successfully applied for ACIfA and used the opportunity to reflect on the new skills and knowledge I have developed over the past three years working in archaeology.



Any questions? Please ask

If you've got a question about CifA or careers please send it to anna.welch@archaeologists.net or for membership enquiries contact lianne.birney@archaeologists.net You'll get a confidential answer but if the information could help others it will be included in an anonymised FAQs section.

What can you do next?

CifA has a webpage dedicated to [resources for professional ethics](#) where you will find many of the resources mentioned in this bulletin plus further reading.

Ethics workshops are running on 23 February and 25 May. Registration will be open soon so look out on our [events page](#) for these and other upcoming useful training opportunities.

We're continuing our Zoom digital breaks in rotating morning, lunchtime and evening time slots. Our next is scheduled for Thursday 20 January and we'd love to see you there. Look out for details of time and topics on our [website](#) and [Twitter](#).

We are repeating some of the more popular themes so please let us know if there's something you missed that you'd like to see again, or if you have an idea for a topic. E-mail us at membership@archaeologists.net

If you have any questions or suggestions for the next bulletin please send them in.

A handwritten signature in black ink that reads "Anna Lianne".

Anna Welch BA MA ACIfA, Professional Development & Practice Coordinator

Lianne Birney BA MCIfA, Membership Manager