

Statement of competence guidance and template

(Revised April 2022)

BEFORE you start this or the online form, please read the relevant application guidance and supporting performance criteria webpages to help complete it.

- [PCIfA application guidance](#)
 - [PCIfA performance criteria](#)
- [ACIfA application guidance](#)
 - [ACIfA performance criteria](#)
- [MCIfA application guidance](#)
 - [MCIfA performance criteria](#)

The statement of competence is the most important part of your application. It informs the Validation committee about how your skills and experience **demonstrate** the criteria in the [competence matrix](#) (PDF) for the grade you are applying for and helps them reach a decision. You can upload it to the online form.

Since April 2022 new requirements have been added to the application criteria. You may need to undertake some training in ethical competence before you apply to be able to **demonstrate** the perception of professional context part of the competence matrix. (See application guidance webpages above)

Remember the committee members do not know you or your work. Please take time to write it carefully and include all your roles and qualifications, where relevant, giving specific examples. You **MUST** include this information otherwise your application cannot be reviewed by the committee.

The template is on the second and third pages. Please refer to the competence matrix on the application guidance webpages above. For further information on how the competence categories apply in different areas of practice, please see our supporting [specialist competence matrices](#).

Statement of competence template

Name of applicant:

Grade applied for: PCifA ACifA MCifA

Employed or voluntary work

Please give **detailed** information about your role and responsibilities **for your current and most recent roles over the last two years**. Use each heading of the competence matrix (above) as a guide. You should cover how you **demonstrate** the four areas - knowledge, autonomy, coping with complexity and perception of professional context - using **specific** examples. You may find it easier to give an example of a project/s you have done from beginning to end.

For any roles you've undertaken **longer than two years ago**, please give a **brief description** of the responsibilities held.

If you have worked on several short-term projects within one company or more in the same role, you can group these together.

The boxes will expand as you type, and you can copy and paste to add more boxes as required. Please ensure you write in the first person (e.g. I carry out/I undertake).

Position held:	Heritage Management Archaeologist
Organisation name:	Company name
Dates position held:	4 th January 2021
Length of time in role:	21 months - Ongoing

Description of role, responsibilities, experience and how these demonstrate competence in the four areas:

Working as part of the Heritage Management team to undertake historic environment advisory consultations for a large body including felling licence screening, woodland creation schemes and mine remediation proposals, co-ordinate grant-aided projects intended to protect and aid management of the historic environment and improve public perceptions of archaeology, produce reports for submission to a large body, represent the company at outreach events and conferences, sit on advisory panels, such as a trust, produce guidelines and presentations for initiatives and support the general running of the business by promoting the company and seeking out opportunities for collaboration and funding.

Knowledge

I recently completed a Rivers project and am now part way through the second year of that project which has since morphed to become a larger initiative for which I have been designated project lead by my company.

Through desk-based assessment using GIS software I have been able to identify discreet heritage assets and wider landscape features associated with rivers including paleo-hydrology and areas of canalisation and integrated these with the regional Historic Environment Record (HER). I have produced a report and gazetteer of assets which is now publicly available and have also disseminated this information at stakeholder events with other bodies and via weblink to UK universities; a simplified version of which is also available on the company's YouTube page.

In previous years I completed an HER Enhancement project looking at water supply infrastructure from the 18th century onwards. With the use of GIS software I was able to undertake a desk-based assessment of the region and identify more than 300 existing water supply features and integrate a further 140 new ones with the relevant HER. The features noted include reservoirs, straining towers, aqueducts, conduits, weirs, dams, valve houses, tanks and valves. For areas with high density or significant features, I drew a polygon in the relevant HER map layer, capturing these assets as Historic Environment Features (HEFs) for improved future management.

In addition to company grant-aided projects, I also sit on the two important panels and am consulted by Woodland Planners, and Authorities to assess historic landscapes and provide advice on next-step mitigation strategies to safeguard the historic environment against destructive practices necessary as part of woodland creation, tree felling and mine remediation. See relevant named guidance and legislation.

Autonomy

I have autonomy to respond to most consultations without prior sign-off and most research and reporting is undertaken independently, all reports are signed off by my manager and Director as a matter of quality assurance procedure. Support and advice is sought and given freely within the team, with the collective knowledge of us all enhancing specific elements of any given project.

I have the autonomy to make judgement on the recording of archaeological features within the HER, which produces a long-lasting legacy record of assets within the region. This can include the site types, period, condition, description and the accompanying meta-data.

I sit independently on a panel and work with autonomy to produce reports and discuss matters with the wider group which can be fed back to my company at Staff Forums.

An additional strand of work which is demonstrative of autonomy is community engagement. I have recently conceptualised and developed outreach resources including learning and craft activities for use at excavations. Previously I have undertaken work with the Community Archaeologist on site and reviewed and updated a community heritage survey; producing a version for both adults and schoolchildren.

I also autonomously produce social media content in line with the internal social media policy for the specific web pages.

Coping with complexity

I have been afforded a higher level of responsibility over the past year and am now undertaking larger and more complex consultations on a weekly basis.

An example of my dealing with complexity is a recent consultation in an area of high archaeological potential due to peat bog. Through liaison with various agencies, I was able to provide advice in line with forestry standards and produce maps which detailed opportunities for planting that would not have a detrimental effect on the historic environment.

Similarly, a recent woodland creation consultation spanning over 600 hectares with 247 discreet assets and a Scheduled Monument within the planting boundary required a nuanced approach. I was able to identify key stakeholders and liaise with them to inform my response.

Previously, I have demonstrated the ability to adapt quickly to new software and systems with minimal supervision due to the restrictions placed on face-to-face training from Covid-19, and have continued to do so, having recently received training on MapInfo, further increasing my knowledge and proficiency in using GIS software.

I have adapted to the increased workload and demand after being nominated to co-ordinate the grant-aided project. This entails the co-ordination of the four large bodies to promote joined-up working, produce guidance, plan meetings and maintain deadlines as well as providing support to the project officers at each body.

It is shown in other sections of this application that I am an active participant in multiple voluntary organisations, and as part of this I dedicate a considerable portion of my week to unpaid labour. To facilitate the management of this alongside paid employment, I practice excellent time management and organisational competence. This allows me to gain valuable experience in the heritage and archaeology sector, while advocating for issues that are important to me.

Perception of context

My role within the team at my company has developed considerably over the past year and fulfils a

necessary function within the Trust without which some projects would not be deliverable.

My work is undertaken with the ethos that my actions have an impact on the sustainability of both the company and the archaeological profession as a whole. I practice best-practise in all of my tasks, and seek out ways to improve my knowledge and work outputs.

I understand that the ClfA Code of Conduct is in place to ensure the actions I take as part of my role have the best possible impact on our diminishing historic environment. I understand that it is my responsibility to strive for the best outcomes for the archaeological resource, but that at times external factors such as Government and Climate Change initiatives may not align with my own and my company's desired outcomes. When this occurs, I work with such external agencies to advise on appropriate mitigation strategies, advocate for the historic environment and facilitate a mutually beneficial outcome. I understand that by doing this, I am contributing to the quality and sustainability of the historic environment.

I understand that good quality recording and effective HER enhancement are essential in maintaining a record of the historic environment. I ensure that any projects I work on comprise excellent quality records and reports. I strive to make the work I do available to the public, where appropriate, through the online database, via the company's media channels, through digital reports and via free-to-access video presentations. This enhances public understanding of the work of my company and archaeology as a whole.

As a member of ClfA and an employee of a company, I conduct myself in a professional manner at all times whether in-person or online. I advocate for archaeology and the historic environment during work and free time, and curate my public-facing media content to ensure it best-reflects this ethos.

I work within a prescribed framework, which ensures the right task for the right person at the right time. This framework enables me to work efficiently by taking on roles which best suit my experience and expertise and by identifying areas for personal improvement and seeking timely training and management support. My company has a clearly defined staff structure, and I am able to identify tasks that fall outside of my own remit, or that may be a conflict of interest, and pass these on to the appropriate staff member.

When working collaboratively, I ensure credit is given to contributors for elements of design, research or advice. This promotes good working relationships and encourages others to do the same. For research, I follow an approved referencing guide to ensure my work is accountable and the information traceable.

I respect the views of my colleagues and others and accept that they may not align with my own. I acknowledge these differences and appreciate that we are able to share our many different experiences and knowledge in a professional manner.

To maintain ongoing adherence to the ClfA Code of Conduct and other industry standards, I attend frequent monitoring meetings with management and external agencies where we discuss the best mode of delivery and constantly strive to improve on work practices and data management.

Position held:	Vice-Chair Elect
Organisation name:	Association name
Dates position held:	28 th May 2022 - FT Commencing 25 th September 2022
Length of time in role:	4 months - ongoing

Voluntary Charity Trustee Role - Supporting the Chair and the wider Board to deliver the aims of the Association including; fundraising, grant allocation, membership management, encouraging publication and peer review within the relevant field both in the UK and internationally, advocacy, representation within professional bodies such as the All Party Parliamentary Group (APPG) and The Heritage Alliance, advising on planning and policy within the field, designing and delivering seminars and international conferences and events, editing and publishing regular newsletters and review of the relevant journal, maintaining and upgrading the website and reporting to the Charity Commission and independent financial auditors.

Knowledge

My immersion, both professionally and in a voluntary/hobby capacity makes me aware of ongoing and current issues faced in the field. This awareness fuels outreach and discovery and as such I have been able

to make connections with people to learn more about specific sites and their unique and shared challenges. Building this gazetteer of knowledge places me in a position to make sound advice and link up stakeholders with appropriate organisations and schemes. I recently was able to signpost a group whom I met on a training day with a Society after identifying their eligibility for a conservation grant. Further to this I was able to support them with the grant-fund application and advocate this resource to others on the course.

Autonomy

I have autonomy within the organisation to make decisions related to planning responses, web and graphic design, social media and news content, conference modality and themes and have demonstrated all of these skills within the past 4 months by attending meetings and helping with the design of the 2023 Conference and the new website/branding.

Coping with complexity

The re-design and commissioning of the new website has been a complex challenge over the past few months, however through liaison with the web developers and by gaining feedback from the Association we have been able to make decisions and deliver a website which meets the requirements of most users within the prescribed budget.

There are many strands within this role and managing these in a timely manner and to a good standard has required administrative excellence and personal upskilling.

Perception of context

My role fulfils a necessary function within the wider Board and is undertaken in line with the Charities Act (2011), without voluntary members, the charity would cease to exist and so I am aware of the importance this role carries.

I understand it is my responsibility as a Trustee, and as a public-facing member of the Association to ensure accurate recording-keeping and reporting of my activities, and to advocate for them to promote its research and conservation both in the UK and abroad.

I understand it is essential that any conservation works are carried out by registered contractors, and as such award grant allocations on the basis that best heritage practice is integrated with the plan or work.

I am aware of the Health & Safety regulations which apply to site visits and review any risk assessments prior to attendance.

A further two positions with this Association that are ongoing:

Secretary of the Young Members Board since 1st June 2020

Fulfilling the administrative requirements of the Young Members Board such as; agenda and minute taking, designing, developing and delivering strategy days, online events and talks with members of the YMB, liaising with the Association, the Industrial Heritage Support Officer (IHSO) for England and with staff at Historic England's largest restoration project.

Facilitating collaboration with academic institutions such as Routledge Taylor & Francis to design events which benefit the archaeology profession, most recently an event titled 'How to get Published and Make an Impact'.

Trustee since 11th October 2020

Responsible for controlling the work, management and administration of the charity on behalf of its beneficiaries and ensuring its work is carried out in accordance with the Association's charitable objectives. This has included the design and development of a new website, an online conference and collaboration with similar heritage and archaeology groups.

Position held:	Communications Officer
Organisation name:	Company name
Dates position held:	21 st October 2020

Length of time in role:	Ongoing
I manage the media content creation and delivery. This includes research for content on Facebook, Twitter, Mailchimp emails and newsletter creation. I also attend monthly meetings in order to conceptualise new events in advocacy of transport and industrial collections and to make decisions on the management of museums and resources.	

Position held:	Volunteer
Organisation name:	Company name
Dates position held:	July/ August 2020
Length of time in role:	1 month
Excavation on the site of a medieval chapel. Volunteer field work including excavation and public engagement. Finds washing, recording and storage. Welcoming visitors and sharing images of the maps which showed the area of investigation. Facilitating finds handling with the public and engaging in object identification with qualified archaeologists. I was also recruited to host a Trust on their tour as funders of the project. Throughout the dig I produced video and photo content, as well as writing the daily dig diary for publishing with the local newsroom.	

Non-archaeological roles

13th Feb 2009 – 1st September 2015 – A previous non-archaeological role, a Trust

Qualifications

Please list any relevant qualifications, including title, University and date of completion and a brief outline of the areas covered. The boxes will expand as you type.

Qualification, title, University & date completed	Brief outline
MSc Sustainable Heritage Practice, University, 2021	Self-led research and placements alongside taught core modules in planning and policy for the historic environment and museums. A placement gave access to private buildings within the portfolio, resulting in a research project to report on the condition of assets, and the work required to consolidate buildings at risk which has since been entered into their Archaeological Series. This degree concluded with the submission of a thesis looking at sustainability for industrial archaeology and the UK industrial heritage sector, achieving a distinction.

Qualification title, University & date completed	Brief outline
BA Hons History, University, 2019	A full-time undergraduate degree comprising taught modules, independent and collaborative research, and production of academic content on general history including Roman, Medieval and Tudor period histories as well as Industrial Heritage. This included a two-month placement to deliver a project using skills in paleography to ensure accurate input of data to the Catalogue for Archives, Libraries and Museums (CALM) database.

Additional Relevant Information

Include any further information that may be useful for the Validation committee to take into consideration when assessing your application. A CV can be uploaded to the application form for supporting information and copies of your job description(s).

If your experience has been gained outside of the UK, please provide some background information on how the profession operates in that country, how it is legislated and monitored, and how your work fits into this to assist the Validation committee.

List of projects/publications/grey literature

If you have published papers or articles, authored grey literature or internal reports or delivered presentations about your work **in the last 2 years**, please list them below. Where work is co-authored or the authors not defined, please indicate which part(s) you were responsible for.

You can also highlight those you are including as your examples of work.

- A N Other. DD/MM/YY. A Location: *Water Supply Infrastructure*. Company name.