**Chartered Institute for Archaeologists**

**Registered Organisation scheme inspection panel member role and responsibilities**

**Introduction**

CIfA's Registered Organisation scheme is a unique quality assurance scheme. The Registered Organisation logo is a badge of commitment to professional standards and competence. By joining the RO scheme organisations are signing up to core values in archaeology and archaeological practice. The scheme unites the wider community in a joint commitment to quality and integrity in archaeological matters

**Inspections**

The scheme encourages continuous quality improvement. Therefore, CIfA registration is for a finite period, after which organisations must re-apply. As part of their application organisations undergo rigorous peer review and are subject to an inspection (which includes a site visit for organisations that undertake intrusive works). This allows them to review their practices and procedures and to benefit from various recommendations for improvement. The inspection (under normal circumstances) is repeated for each registration period.

**The role** Registered Organisation scheme inspection panel member

**Responsible to**  Registration Committee (Organisations)

**Responsibilities** To assess an archaeological organisation for its suitability for registration and report to the committee via the panel representative.

**Commitment** a minimum of 1 day, plus time to review documentation prior to the inspection visit, and a short planning teleconference

**Remuneration** Travel and expenses only

The inspection panel will vary depending on the size and nature of the organisation, and will include a member of Institute office staff, or appropriate representative, to take minutes, guide procedure, and write up the final inspection report

**Conflicts of interest**

Inspection panel members are expected to declare any conflicts of interest they may have when joining a panel. This will not necessarily prevent their eligibility, so discuss this when applying.

**Expenses**

Inspection panel members will be reimbursed for expenses incurred in the pursuit of their duties as set out in the expense guidance. Panel members attending remotely may be sent a Graze box in lieu of lunch.

**Contact**

For an informal discussion about the role please contact Kerry Wiggins, Senior Membership Services Coordinator [Kerry.wiggins@archaeologists.net](mailto:Kerry.wiggins@archaeologists.net) Direct dial: 0118 304 8518 mobile: 07808 780951

**Person specification**

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| **Essential** |  | **Desirable** |  |
| Criteria | * Any one of the following. * member of the Registrations committee (Organisations) * Responsible Post Holders or their nominated deputies, who must be senior employees of a Registered Organisation and an accredited member of the Institute * relevant curators for organisations carrying out contracting and consulting work * relevant (Institute-accredited member) contractors or consultants for organisations carrying out curatorial work * other accredited members of the Institute with relevant technical knowledge * historic environment specialists who are not members of the Institute and who have relevant technical knowledge |  |  |
| Attributes | * have a commitment to and/or an understanding of the work of CIfA * have good, independent judgement * be willing to speak up and ask questions * take a flexible approach to take account of differing circumstances * ability to analyse and assess evidence to make an informed judgement * be willing to devote the necessary time and effort to be able to carry out the task * accept the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership * maintain confidentiality and adhere to a high standard of conduct befitting a representative of CIfA |  |  |
| Knowledge | * The ability to interpret and apply the *Code of conduct*, the CIfA Standards and guidance, the regulations for the registration of organisations and the CIfA policies to the relevant components of the inspection process   <https://www.archaeologists.net/codes/cifa> | Knowledge | * Organisational management, staffing and employment, CIfA membership and promotion of the Institute, training and CPD, public benefit, health and safety, quality assurance, commissioning, archives and publications * Legislation as it affects the running of a business supplying archaeological services. Including, but not limited to, health and safety, employment, and equality. * Planning and design of training |
| Experience | * Engagement in the archaeological sector: supply, delivery, monitoring, research | Experience | * Responsible Post Holder * Management of businesses supplying archaeological services * Archaeological fieldwork * Archaeological post excavation work or specialism * Reviewed reports for quality assurance and/or the discharge of planning conditions |

**Please complete the sections below and send to the Senior Membership Services Coordinator (organisations).**

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| **Please explain why you are interested in being a Registered Organisation Scheme inspection panel member** (max 250 words)  Click or tap here to enter text. |
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| **What skills and experience do you have that are relevant to being a Registered Organisation Scheme inspection panel member** (please refer to the above person specification) (max 250 words)  Click or tap here to enter text. |

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| **Signed** | Click or tap here to enter text. |
| **Name** | Click or tap here to enter text. |
| **Date** | Click or tap here to enter text. |
| **Accreditation grade** | MCIfA ACIfA PCIfA |
| **Membership number** | Click or tap here to enter text. |
| **Contact email** | Click or tap here to enter text. |