

## Job Description

Post	Archaeology Adviser
Team	Technical Assurance and Design Management
Reports to	Archaeology Lead

### Purpose of the Role

The postholder is based within the Heritage and Collections functional team working closely with other members of the Technical Assurance and Design Management Team. They will play a key role in supporting the Archaeology Lead in championing above and below-ground archaeology on workstreams across the Programme, including delivering the long-term archaeological strategy, influencing and assuring design development, survey design and delivery, information management and BIM integration, technical and quality assurance, stakeholder relationships, consenting and public engagement. They will also support the Archaeology Lead in engaging with statutory consultees, external advisers and researchers involved in the archaeology of the Palace of Westminster, provide specialist advice to a range of stakeholders and colleagues, with and without a background in archaeology, and uphold quality, standards and regulations, ensuring that best practice is adopted for activities around archaeology.

It is anticipated that the role will involve on-site working within the Parliamentary Estate, mostly concentrated during Parliamentary recess times.

### Key Accountabilities and Responsibilities

- Work with the Archaeology Lead who is responsible for the long-term archaeological strategy for the Programme and assist in delivering an informed, collaborative, creative, innovative, value-for-money approach to design, planning and consenting that represents best practice, engages the public and is endorsed by the consenting bodies.
- Contribute to multidisciplinary planning, assisting the Archaeology Lead in defining archaeological priorities, resource, training and health, safety and wellbeing needs and cost estimates in work packages aligned with business case, procurement and construction schedules.
- Support the Archaeology Lead in the briefing, procuring, appointment and management of supply chain personnel on any archaeological workstreams, working with contractors, consultants and design partners, ensuring they receive appropriate inductions, training and development and written guidance for the tasks they perform and that their work meets required standards and programme objectives.
- Support complex relationships and contribute to collaboration with Parliament's in-house teams, where appropriate introducing new policies, procedures and standards and working to resolve any emerging issues.
- Support the identification and mitigation of key risks, assumptions and interdependencies from an archaeological perspective, ensuring TADM, wider colleagues and stakeholders are consulted as appropriate.
- Support the Archaeology Lead in undertaking quality assurance reviews for design deliverables to

assure designs meet agreed archaeological requirements and regulations as well as programme heritage objectives.

- Support the Archaeology Lead in engaging with internal teams, design partners, stakeholders and statutory consultees on planning and consenting matters, providing quality assurance on Written Schemes of Investigation and other planning documentation.
- Support the Archaeology Lead in providing specialist input to the principal contractor during works, attending site and liaising with consenting bodies where required.
- Work to embed multidisciplinary practice, innovation and knowledge-sharing during and beyond the Programme by actively exploring the utilisation of digital data systems, new technology, creative approaches, partnerships and learning opportunities.
- Promote the Programme's values including demonstrating an exemplary approach to equality and diversity. Encourage inclusivity in relation to archaeology, challenging behaviours that do not reflect these values.

Over time, the role may develop in line with business need, and the post holder will be expected to carry out other reasonable duties as required.

## Key Stakeholders and Relationships

- Archaeology Lead
- Director, heads of function and colleagues in the TADM team
- Project teams and boards
- R&R Client Team colleagues
- Consenting bodies, professional groups and external advisors on archaeological matters
- Parliament's in-house heritage and strategic estates teams
- Consultants, designers, researchers and contractors providing professional services to the Programme

## Qualifications, Skills and Experience

### Essential

- A degree in Archaeology (or relevant subject) and/or a relevant postgraduate qualification
- Excellent understanding of relevant procedures, policies, standards and guidance relating to archaeology, the historic environment and heritage management.
- Experience of scoping, planning and managing successful archaeological projects from start to finish ensuring delivery is to time, budget and agreed quality standards.
- Extensive experience of overseeing and/or undertaking complex archaeological investigations involving the assessment and management of highly significant remains and finds within the context of a major programme or project in an urban setting.
- Experience of analysing, recording, interpreting and reporting on historic buildings and knowledge of legal, planning and consenting requirements.
- Excellent IT skills and a working knowledge of data systems and an interest in, and awareness of, the potential of digital technologies to improve the quality and accessibility of archaeology-related data.
- Ability to support operational changes and to promote innovation and multidisciplinary solutions.
- Ability to grasp the environment and dynamics in which Parliament operates, including its

interaction with Government.

- Excellent communication and interpersonal skills with the ability to communicate specialist, technical information to a diverse and non-specialist audience.
- Excellent time management and prioritisation skills.

#### Desirable

- Experience working for a large organisation or multi-billion-pound complex project(s) featuring multiple internal and external relationships.
- Project management qualification or equivalent experience.
- Knowledge of the legal, planning and reporting requirements for UNESCO World Heritage Sites
- Membership of the Chartered Institute of Archaeologists.
- Membership of the Institute of Historic Building Conservation or equivalent.
- Knowledge of health, safety and wellbeing standards and best practice in construction site management.