

About AMS

Archaeological Management Solutions Ltd provides high quality EIA, Archaeological Consultancy and Archaeological Clerk of Works roles across the UK.

Our Values



Professional



Knowledgeable



Accountable



Collaborative



Innovative

Candidate Specification

ARCHAEOLOGY

We are looking for competent experienced archaeologists who can work well as part of a team and on their own initiative. These roles are for organised reliable individuals who enjoy problem solving.

Experience Requirements

- Minimum 5 years' experience of archaeological site works.
- Membership of CfA or other appropriate professional body.

Competencies

Communicating: Ensuring good communications between contractor, client, stakeholders and the public throughout.

Collaboration and Influence: Working with the project team, various archaeological contractors, clients, and stakeholders to get the best results.

Delivering Results: Taking responsibility for the delivering of results and bringing project and tasks to completion. Setting key deliverables which are realistic, achievable and adhere to legal obligations including Health & Safety directives.

Role Overview

Be responsible for the provision of professional advice to the relevant project team on the progress of an archaeological programme across a range of infrastructural projects such as road, rail, flood relief projects etc. The ACoW needs to ensure that the money is being spent efficiently.

The ACoW would monitor the relevant contractor/s compliance with their contractual obligation to ensure that the particular scheme complies with all archaeological and historic environment legislation, policy and consents throughout the relevant phases of a project.

The role requires working closely with key suppliers and stakeholders across a range of infrastructural projects.

Tasks Required

- Co-ordinate archaeological site works.
- Monitor fieldwork at all stages to ensure consistency of approach.
- Work with the contractor, relevant planning authority archaeologist and, if required, relevant national heritage body to resolve issues.
- Complete a Day Book; recording daily progress, reporting concerns.
- Monitor contractor's compliance with their obligations.
- Monitor compliance by the contractors with their agreed programme.
- Produce weekly summary reports with comments on progress, comments from local authority archaeologist, sign of sheets, staff numbers.
- Provide monitoring feedback to heritage stakeholders during site meetings, including compliance/non-compliance issues and how these are being resolved.
- Give toolbox talks, where required.
- Attend progress meetings and any other regular update meetings provide progress update.
- Liaise with and provide guidance for contractors in relation to the requirements of the agreed archaeological programme.