

About AMS

Archaeological Management Solutions Ltd provides high quality EIAR, 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 or on their own initiative. These roles are for organised reliable individuals who enjoy problem solving.

Experience Requirements

Minimum 8 years' experience relevant archaeological site works, including 3 years at project officer/senior project officer level / ACoW.

Experience on infrastructure projects would be particularly valuable.

Qualified to degree level in archaeology or relevant discipline or equivalent professional experience.

Membership of CIfA and/or other appropriate professional body.

Role Overview

Be responsible for the provision of professional advice to the relevant project team on the progress of archaeological programmes 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 will also monitor the relevant contractor/s compliance with their contractual obligations 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.

Task Requirements

- 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.
- Review documents including written schemes of investigation, post-excavation reports.
- Review and assess tenders, costings and claims.
- Complete a day book recording daily progress, reporting concerns, etc.
- 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-off sheets, staff numbers, etc.
- 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 to provide progress updates.
- Liaise with and provide guidance for contractors in relation to the requirements of the agreed archaeological programme.

Core Skills and Competencies

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

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.