

JOB SPECIFICATION

TITLE: Archaeologist

DEPARTMENT: Ministry of Sports, Culture, Heritage and Youth

RESPONSIBLE TO: Senior Executive Officer

Job Profile:

Conduct research to reconstruct record of past human life and culture from human remains, artefacts, architectural features, and structures recovered through excavation, underwater recovery, or other means of discovery.

The work will include participating in the study of past human activity by excavating, and interpreting objects and sites of historical interest as well as implementing excavation projects at historical sites and collect data that informs understanding of the past.

The post holder will be seconded to work with the curator of the Gibraltar Museum as and when necessary as determined by the SEO, Ministry of Sports, Culture, Heritage and Youth

The main duties and responsibilities of the post are:

- Surveying sites
- Working on field excavations or digs, usually as part of a team, using a range of digging equipment;
- Project managing an excavation, including managing teams of diggers;
- Recording sites using drawings, detailed notes and photography;
- Analysing finds by grouping, identifying and classifying them;
- Using computer applications, such as computer-aided design (CAD) and geographical information systems (GIS) to record and interpret finds, sites and landscapes;
- Using computers to produce simulations of the way a building, site or artefact would have looked;
- Cleaning and preserving finds;
- Conducting laboratory tests;
- Conducting research and desk-based assessments of sites;

- Checking planning applications and identifying any possible archaeological impact;
- Providing advice on the conservation or recording of archaeological remains;
- Ensuring important buildings, monuments and sites are protected and preserved;
- Producing and publishing excavation and site reports;
- Producing publicity materials and publishing articles about research, site interpretations or excavations;
- Producing written material aimed at a wider audience;
- Giving educational talks and presentations;
- Assisting in the curating and display of artefacts;
- Teaching in an educational environment.
- Carry out any other duties appropriate to the post.

PERSON SPECIFICATION

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications:	2:1 degree in Archaeology or other related field.	A relevant post-graduate or other professional qualification.
Experience:	Experience of working in a professional environment Experience of taking part in archaeological projects.	Pre-entry work experience above and beyond the compulsory field-work experience involved in undergraduate study.
Knowledge:	Knowledge and understanding of archaeological practice.	Understanding of prehistoric hominids and culture.
Key Skills and Behaviours:	<p>Excellent organisational skills</p> <p>Computer literate</p> <p>Excellent communication skills</p> <p>Dexterity in using tools and instruments</p> <p>Surveying skills</p> <p>Full archaeological fieldwork skills</p> <p>Ability to plan and organise work on own initiative, and as part of a team, sometimes without close direction or control from senior management.</p> <p>Able to use available resources for the welfare of the section.</p> <p>Able to be self – reliant and have a proactive esteem.</p> <p>Able to take sound decisions/have sound judgement and follow clearly defined work procedures.</p> <p>Willingness to take on responsibility and be discreet when dealing with confidential information.</p> <p>Have critical analysis and clear logical thought of action with a keen interest in the past</p> <p>Work methodically, accurately and with attention to detail.</p>	<p>Managerial skills</p> <p>Basic knowledge and understanding of CAD</p> <p>Full driving license</p>
Other requirements:	Available to work regularly, as required, after normal working hours.	Reasonable level of fitness

