

Archaeologist

Reference No:	C28		
Service:	Planning Services		
Job Family:	Planning, Property and Assessors	Grade:	FC8

Purpose

Provide specialist archaeological advice in support of discharging the statutory and discretionary functions of the planning service to safeguard and enhance Fife's historic and built environment assets in the context of planning and development. This includes supporting the development of planning policy and guidance relating to archaeology and the historic environment.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Identifying development proposals which raise archaeological issues and providing specialist advice on the historic environment and built heritage in relation to applications for planning permission, conservation area consent, and listed building consent. Preparing archaeological conditions to be used in planning permissions and assisting with archaeological reasons for refusing planning permission.</p> <p>Preparing briefs and written schemes of investigations for archaeological works.</p> <p>Assessing written schemes of investigation and providing specialist advice on compliance with archaeological conditions.</p> <p>Developing and implementing new initiatives to promote awareness and understanding of Fife's archaeological assets and potential. This may be in collaboration with other agencies and partner organisations.</p>	<p>Educated to SCQF level 9, which includes a Degree or equivalent in a historic or built environment subject</p> <p>Membership of a related professional body e.g. Chartered Institute for Archaeologists</p> <p>Experience of archaeological practices and surveying methodologies, and the ability to interpret the results to inform policy development and planning advice</p> <p>Experience of project management</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p>✓</p>

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<p>Preparing reports, policy, and technical advice, including those related to planning applications.</p> <p>Delivering high quality customer-focussed services through advice and actions.</p> <p>Contributing to the development and delivery of the historic and built heritage component of policies, programmes, and strategies in addressing the key issues of social and economic equality, and climate change action.</p> <p>Undertaking site inspections in accordance with Service protocols.</p> <p>Contributing to environmental assessments prepared by the Council.</p>			
<p>Creating, reviewing, and updating published planning and good practice guidance on the historic environment to advise the public, landowners, and developers.</p> <p>Promoting and cascading information on built heritage good practice including building skills training, continuous professional development (CPD), outreach and education, and through contributions to the Fife Heritage Blog and other educational and promotional activities.</p> <p>Working with local and national bodies, including Fife Historic Buildings Trust, other relevant Fife Council services, and community groups in archaeology related projects to help conserve and promote Fife's built heritage.</p> <p>Providing information to Council and national registers and databases (e.g..OASIS).</p>	<p>Knowledge of current/topical issues in the planning and built heritage professions</p> <p>Written and oral communication skills</p> <p>Experience of working in a disciplined manner</p> <p>Experience of working as part of a team or individually</p> <p>Ability to use of geographic and spatial data information systems, and various forms databases and record management systems</p> <p>Experience of working on own initiative and thinking creatively and independently within the parameters of relevant legislation</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

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Maintaining the Fife Sites and Monuments Record (FSMR) as a register of all recorded archaeological sites within Fife.			
Assisting in the day-to-day technical policy and administrative support of the planning service.	Organisation awareness		✓
	Computer skills using standard and bespoke packages		✓
Exercising delegated powers as required by the Head of Service and as set out in the List of Officer Powers, and to comply with the Scheme of Administration.		✓	
Assisting the Lead Officer in discharging the responsibilities of that post, including deputising as required.	Experience of working effectively with colleagues at all levels	✓	
Representing the Council at inquiries, hearings etc., (in accordance with your professional code of conduct) and at other meetings.	Confident in dealings with others, including members of the public and politicians	✓	
<p>Embracing and pursuing available opportunities for personal development and gaining new experience and participate in creating similar opportunities for other members of the team.</p> <p>Participating fully in the continuous improvement of working practices and processes in accordance with LEAN management principles.</p>			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>