

Historic Environment Officer

(Fixed-term 1 September 2020 - 31 August 2021)

JOB DESCRIPTION

1. Background

PKHT is a charity established in 1988 with the aim of conserving and promoting archaeology and architectural heritage of Perth and Kinross, for the benefit of residents, visitors and future generations. The Trust achieves its objectives through the development and delivery of projects, the administration of grant schemes, the provision of information and advice, and a programme of outreach events and publications. The Trust's vision, mission and priorities are outlined in our Strategic Plan 2017-22.

As an ongoing core activity, the Trust maintains the Perth and Kinross Historic Environment Records (PKHER) for the area. A key use of the HER is to inform the planning archaeology service provided by the Trust to Perth and Kinross Council, through a Service Level Agreement, to ensure that all new development is carried out in line with national planning policy. In addition to providing the evidence base for planning advice, the HER also informs wider land management change, such as agri-environment and forestry schemes, the basis of community heritage projects, and has a key role in the delivery of the Trust's Archaeological Research Framework for the area, being developed over 2019-2021.

The HER is a dynamic geographic information system (GIS) record of archaeological sites and historic buildings with associated reference material and has been recently migrated to a new HEROS system, after 2 decades of development within an Exegesis/Arcview Environment. HEROS is an open source Digital Asset Management System developed by the Welsh Archaeological Trusts and utilises an InkGIS web-based platform. HEROS can be accessed by all Trust staff, and allows for additional users, such as volunteers or student placements to contribute to enhancement projects.

2. Job purpose

The purpose of the post is to maintain, develop and enhance the Historic Environment Record (HER) and to provide support to the Historic Environment Manager, with respect to the planning archaeology service, by contributing to three main areas of work:

1. Maintenance and enhancement of HER data;
2. Address the HER backlog and improve accessibility;
3. Support the Historic Environment Manager in the delivery of the planning archaeology service to Perth and Kinross Council.

3. Roles and responsibilities

The post-holder will be responsible for:

1 Maintenance of HER data

- incorporate new data into the HER
- ensure PKHER adheres with national standards and data is appropriately documented
- work with IT professionals (external and internal) in ensuring the HEROS system is maintained and appropriately secure and backed up

2 Addressing the HER backlog

- work methodically through PKHER backlog as per national standards
- with the HE Manager agree parcels of work suitable for volunteer/ student project and help facilitate delivery
- maintain staff, volunteer and public access to HEROS

3 Support delivery of the planning archaeology service to Perth and Kinross Council in conjunction with the Historic Environment Manager which involves assisting in

- screening of planning applications and recommending conditions
- preparing terms of reference documents and liaising with developers and contractors
- produce data extracts for forest surveys and Desk Based Assessments as part of PKHER external consultancy work
- monitoring of archaeological work from the field through post-excavation to publication
- travel, throughout the area, to enhance the HER as required

4. Responsible to

The post holder will work under the direction of the Historic Environment Manager, Trust Director and alongside other staff.

5. Other duties

Working within a small team, a flexible and 'can do' approach is required, and the post-holder will perform duties other than those given in the job description to further the work of the Trust.

Date:3/6/20 (DS)

ATTRIBUTE	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
EDUCATION AND QUALIFICATIONS	An appropriate degree in archaeology.	An appropriate post-graduate qualification. Membership of the Chartered Institute for Archaeologists (CIfA).	CV documentation
SKILLS AND ABILITIES	<p>Strong IT skills with a working knowledge of GIS systems and databases.</p> <p>Practical experience of field archaeology, ideally in Scotland.</p> <p>Good written and verbal communication skills.</p> <p>Ability to meet set targets and to work to deadlines.</p> <p>Full Clean Driving licence and vehicle for work use.</p>	<p>Experience of curatorial HER work and maintaining HER data</p> <p>An understanding Scottish Planning Policy in relation to archaeology.</p> <p>Experience of working with students and volunteers</p> <p>Experience of dealing with public queries.</p> <p>Knowledge of archaeology and architectural heritage of Perth and Kinross.</p>	CV interview
INTER-PERSONAL AND SOCIAL QUALITIES	Ability to work methodically and efficiently both alone and as part of a small team		CV interview