

Development Management Archaeologist (Fixed term one year contract from January 2019)

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 provides a planning archaeology service to Perth and Kinross Council's Housing and Environment Service, to ensure that all new development is carried out in line with national planning policy for the protection of the historic environment. The Trust also provides a curatorial archaeology service to Transport Scotland regarding the ongoing A9 dualling process. In addition, the Trust maintains the Historic Environment Records (HER) for the area: a dynamic geographic information system (GIS) record of archaeological sites and historic buildings with associated reference material. The HER is the evidence base needed to provide the planning advice, but has wider roles including informing land management change, such as agri-environment and forestry schemes, and as the basis of community projects.

2. Job purpose

The purpose of the post is to contribute to the work of the Trust through delivery of three main areas of the work:

1. Provision of a supervised planning archaeology service to Perth and Kinross Council and Transport Scotland (with respect to the A9 dualling project), with regular site visits throughout Perth and Kinross;
2. Regular use of the Trust's Historic Environment Record (HER) including updating and liaison with the Trust's HER Officer;
3. Contributing to the Trust's programme of community archaeology and outreach through involvement with the King's Seat Archaeology Project and Scottish Archaeology Month.

3. Roles and responsibilities

The post-holder will be responsible for:

1 the planning archaeology service for Perth and Kinross in line with national planning policy:

- screening of planning applications and recommending conditions;
- preparing terms of reference documents and liaising with developers and contractors;
- monitoring of archaeological work from the field through post-excavation to publication;
- fieldwork to monitoring the above work and/or to enhance the HER, including travel throughout the area.

2 provision of a curatorial archaeology service with respect to the A9 dualling project;

3 Use and updating of the Trust's Historic Environment Record (HER):

- use and updating of the HER, consisting of Exegesis database and Arcview GIS spatial data;
- provision of information and advice to members of the public and for commercial requests;
- liaison with the HER Officer regarding the HER development and backlog projects.

3 Contributing to the Trust's programme of community archaeology and outreach:

- participation in the King's Seat Archaeology Project, co-ordinating volunteers and working on site with AOC Archaeology to deliver the project;
- delivering talks or guided walks to the Scottish Archaeology Month programme in September 2019.

4. Responsible to

The post holder will work under the direction of the 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:22/10/18 (DS)