**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Archaeology Project Manager  |
| **Job Reference** | 20400 |
| **Grade and Salary** | 6 - £40,777 per annum (pro rata for part time)This role includes performance related pay progression |
| **Service and Team** | Natural and Historic Environment – Archaeological Service |
| **Location** | Bury Resource Centre, Hollow Road, Bury St Edmunds, IP32 7AY – Hybrid working |
| **Hours per week** | 37 |
| **Status** | Fixed Term or Secondment to 30/4/2027 (funding) |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

To plan and develop a major community archaeology project ‘*Romans Unearthed: Suffolk’s Hidden Villas*’ to submission as a Stage 2 National Lottery Heritage Fund grant application. If the application is successful, there is potential to extend the contract by a further 4 years to then steer and manage the project, including financial management, reporting and claims, recruitment and management of team members. The project will be delivered in partnership with University College London, and informal project partners and local community services. It is expected that the post holder will have broad expertise in project management and community archaeology projects.

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| **About the team**  |

The Archaeological Service is the main provider of archaeological conservation, recording and advice services in Suffolk. This is a rare opportunity to join a curatorial team responsible for the protection and promotion of one of England’s richest areas of historic environment.

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| **What you will be expected to deliver in the role** |

* Provide forward planning, management, coordination and direction to the *Romans Unearthed* project in the development phase, and subject to a successful Stage 2 grant there is potential to extend the role to steer and manage complete project delivery in the delivery phase, including financial management, timetables, management of staff members, risks and evaluation.
* Plan, compose and produce a successful Stage 2 NLHF submission and the Activity Plan and Action Plan by October 2026, in line with the NLHF agreed Stage 1 submission and informed by consultation and development phase planning, for a Stage 2 grant of c. £1m. If successful, the post holder will project manage and implement the Activity Plan and Action Plan in the delivery phase.
* Financial management, including production and management of the project budget (£170k development phase that will increase to c. £1m in the project’s delivery phase) to NLHF and SCC standards, including securing match funding.
* All NLHF administration, reporting and claims.
* Manage procurement and tenders, and award, monitor and sign off contracts, and produce briefs for specialist services
* Ensure positive working relationship with partner University College London and establish and oversee a formal partnership agreement.
* Establish and develop positive working relationships with key external organisations as partners, stakeholders and community groups.
* Lead audience development research, community consultation and trial activity sessions with Project Officers, to include community groups and services, stakeholders and partners.
* Lead project evaluation, including commissioning specialists, and co-creation of evaluation plans with local stakeholders
* Working with national organisations to ensure project activities contribute to national objectives, such as Historic England Rural Policy team, Wellbeing and Heritage team, and Heritage Crime team.
* Negotiate land access and logistics for archaeological fieldwork with relevant landowners in the project area, with support from the Archaeology Archives and Projects Manager.
* Lead on project aims to integrate archaeological protection with environmental land management schemes, and if Stage 2 is successful, work with Historic England and Suffolk Police to develop land management plans and heritage watch schemes, supported by SCC’s Archaeology Archives and Projects Manager
* Report and present at the project’s Management Steering Committee meetings.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Degree or equivalent in a relevant discipline/or equivalent experience, skill & knowledge

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk’s archaeology.
2. Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. Excellent organisational skills and experience, including project creation and management, record keeping and ability to produce high quality work to deadlines
2. Demonstratable experience of developing successful and innovative community projects with a wide range of partnerships and stakeholders
3. Knowledge of The National Lottery Heritage Fund grant application process and their funding investment principles.
4. Ability to think creatively to plan project activities and work with stakeholders to co-create activities.
5. Excellent written, verbal and networking communication abilities,
6. Proven negotiating and influencing skills, with diverse range of stakeholders,
7. Knowledge and preferably experience of developing projects for submission to major grant giving bodies, preferably The National Lottery Heritage Fund
8. Ability to undertake long-term planning and develop a sustainable legacy that maintains project benefits beyond the project
9. Knowledge and understanding of volunteer management, specifically with young and vulnerable people.
10. Very good knowledge and experience of preparing and working to specifications and delivering projects to time, quality and budget,
11. Very good budget management experience,
12. Good working knowledge of IT software, including mapping, Microsoft Office Suite, Adobe Creative Cloud products (e.g. Photoshop) and design software (e.g Canva), websites (e.g HTML and Bootstrap5), MailChimp and WordPress.
13. Experience creating and implementing communications strategies, including ability to use social media, website management and blogs.
14. Excellent ability to plan workload effectively, organise resources and meet deadlines,
15. Experienced and proven self starter,
16. A genuine commitment to preserving Suffolk’s archaeology and connecting communities with their local heritage,
17. Good political awareness and diplomacy,

**Additional requirements**

1. An enhanced DBS check is required for this role.
2. A full, clean UK driving licence is required, with frequent travel to deliver community activities and attend meetings.
3. Able to traverse long distances over all types of terrain for archaeological fieldwork activities
4. Ability to undertake long-term planning and critical thinking
5. Able to work weekends and occasional evenings if required

**It would also be desirable to have**

1. Experience of working with multiple partners/stakeholders and with communities to deliver programmes of work.
2. Understanding of the social impact of archaeology
3. Knowledge and understanding of at least one of the following: archaeological periods in England, the landscape and archaeology of Suffolk, community involvement
4. Knowledge of relevant H&S procedures, especially relating to volunteering and safeguarding (although training will be provided).

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

* **Vocational Driving Essential (vehicle provided) and Frequent Travel Essential** - Due to the nature of this role, you will require a driving licence. A team vehicle will be provided but on occasion your own vehicle may need to be used.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.