

Job Description



Date	April 2009
Post Title	Project Officer - Newport Medieval Ship
Post No.	LEICH20159.2
Grade	SCP 22-25
Section	Museums & Heritage
Service Area	Continuing Learning and Leisure
Service Grouping	Lifelong Learning and Leisure
Responsible To	Keeper - Newport Medieval Ship

Job Purpose

The post holder will undertake the sieving of the environmental material collected when the Newport medieval Ship was excavated in 2002. The post holder will work closely with a group of volunteers to undertake the sieving work and will guide the volunteers in the process of sorting samples. Project Officers assist the Curator of the Newport Ship by undertaking a wide variety of tasks associated with the ongoing Medieval Ship Project, making a considerable contribution to the post excavation project. Contributing to the learning and access project by communicating the work of the project to a range of interested stakeholders in an enthusiastic manner is also a key role.

Key Results Areas

1. Oversee a project to sieve the environmental material collected from the Newport Ship excavation
2. Sort the sieved material into various object and material groups for further examination by experts
3. Work with volunteers as part of the environmental material project and ensure that volunteers feel fully engaged with the project.
4. Maintain a photographic record of the project as it progresses, and contribute to the maintenance of a project archive.
5. Ensure that the cleanliness of the facility including the water timber storage tanks is maintained.
6. Be responsible for the maintenance and control of the equipment used at Maesglas.
7. Provide a high level of customer care to visitors to the project and answer relevant questions and enquiries, and give interviews to the media when requested.
8. Provide talks and lectures to groups interested in the activities of the project.
9. Produce reports on aspects of the project work as it progresses as requested Keeper
10. Assist the Project Leader in maintaining a safe working environment at the site by ensuring procedures are followed, undertaking risk assessments as appropriate, reporting any health and safety concerns.
11. Supervise the work of the project assistant.
12. Supervise the activities of a range of volunteers, students and work placements

13. Undertake training and continuing professional development activities as required.
14. To be flexible in your approach to work and change shift patterns to accommodate evening visits and open days as required
15. To provide a high degree of customer care for colleagues and external users and provide assistance in a helpful, enthusiastic and polite manner. To support the work of others in the organisation and respect the contribution made by other members of staff.
16. To be a key holder for the Maesglas facility.

Qualifications and Experience

An appropriate qualification in archaeology or related discipline
Well developed IT skills
Current previous experience in handling and recording finds would be an advantage
Driving licence is desirable

Supervisory Responsibilities

Project assistants
Occasional supervision of volunteers and work placements

Supervision Received

Project leader

Principal Contacts

Project staff
Members of the public
Museums & Heritage Service Staff
Media
Senior managers & Politicians

Special Conditions

To undertake early morning, evening and weekend work to meet the needs of the Service.

To act as key holder for the Maesglas facility in the event of alarm call out or other emergency. This may involve out of hours working. It is essential to have a home telephone

Criminal Records Bureau Disclosures

This post will result in you having substantial contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will be subject to a Criminal Records Bureau Disclosure. Further information about Criminal Records Bureau Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

<p>This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.</p>
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Job Requirement



Date **June 2004**
Post Title **Project Officer 2004**
Service Area **Continuing Learning and Leisure**

Requirement	Essential or Desirable	How Tested (S) used at Shortlisting
Education/Qualifications/Knowledge		
1.1 Degree in Archaeology or related subject	E	Application Form /Interview (S)
1.2 Knowledge of environmental archaeological procedures n	E	Application Form /Interview(S)
1.3 Knowledge of a range of IT applications	E	Application Form /Interview(S)
1.4 Knoweldge of Health & Safety at Work	D	Application Form /Interview(S)
Experience		
2.1 Previous experience in handling environmental material and sorting techniques.	E	Application Form /Interview(S)
2.2 Supervisory Experience	E	Application Form /Interview(S)
2.3 Experience of working to and setting targets	D	Application Form /Interview
2.4 Experience of working with the public	E	Application Form /Interview(S)
Aptitudes and Skills		
3.1 Ability to demonstrate a hight degree of manual dexterity	E	Application Form /Interview
3.2 Ability to work to targets	D	Application Form /Interview
3.3 Self motivated with the ability to work with minimum supervision	D	Application Form /Interview
Personal Attributes		
4.1 Ability to relate others at all levels	E	Application Form /Interview
4.2 Good Communication skills	E	Application Form /Interview
4.3 Flexible Approach	E	Application Form /Interview(S)
4.4 Team worker	E	Application Form /Interview(S)
Circumstances		
5.1 Able to work outside "normal hours"	E	Application Form /Interview
5.2 Driving Licence	E	Application Form /Interview

5.3 To be contactable at home

E

Application Form /Interview

Equal Opportunities

6.1 Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council

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Interview
