



## Job Description; Post-Excavation Project Manager

<b>Job Title:</b>	<b>Post-Excavation Project Manager</b>
<b>Department:</b>	MOLA
<b>Salary:</b>	MOLA Grade 1b.1
<b>Hours:</b>	37.5 hours per week, Flexibility with working hours may be required
<b>Location:</b>	The post is based at either the MOLA Northampton or Stansted office but flexibility with regard to location and some travel will be necessary
<b>Duration:</b>	Permanent
<b>Responsible to:</b>	Senior Post-Excavation Project Manager
<b>Responsible for:</b>	Project staff as required, in respect of individual projects
<b>Overall Job Purpose:</b>	<p>This role is based within the MOLA Research Team.</p> <p>The primary purpose of the role is to design, manage and deliver post-excavation projects in accordance with quality, budget and timescale requirements.</p> <p>To provide timely and constructive feedback on performance against project goals to project staff.</p> <p>To represent MOLA at relevant project-specific client meetings.</p> <p>To work collaboratively with internal and external contacts to continually develop MOLA processes ensuring they support our reputation and future competitiveness.</p> <p>To support and promote MOLA's Equality, Diversity and Inclusivity agenda within and beyond the organisation, accounting for it in project design, business planning and development, and project delivery.</p>
<b>Key Result areas:</b>	<p>To support the achievement of specific project revenue and budget targets.</p> <p>To contribute to the development of projects where audience impact is considered throughout the delivery process.</p> <p>To maintain client, lead, and project information (including financials) using the MOLA Project Management System / USQ.</p> <p>To support the regular review of financial management information regarding post-excavation projects and actively manage the successful completion of projects to meet the agreed financial, academic, programme, technical, quality and impact standards.</p> <p>To work with members of the Research &amp; Engagement Team, to provide cover and support as required.</p>

	<p><b>Project delivery</b></p> <p>To plan, manage and complete archaeological post-excavation projects and take action to ensure that chargeability and profitability targets are achieved and that appropriate academic, technical and quality standards are met.</p> <p><b>Business and Organisational Development</b></p> <p>To enrich MOLA's reputation for excellence in post excavation through active participation in organisation-wide research and development priorities and programmes in MOLA, including research groups and events.</p> <p>To contribute where appropriate and with support from our Communications Team to media communications and publicity activities championing the work of the Research Team.</p> <p>To contribute to MOLA-wide learning and continuing professional development activities to support knowledge transfer and skills sharing around post excavation across the organisation and with external professional audiences.</p> <p><b>Health and Safety</b></p> <p>To work in accordance with the requirements of the MOLA Health &amp; Safety Policy and all other relevant policies at all times.</p>
<b>Special Circumstances:</b>	None

**NB** This job description should not be taken as an exhaustive description of the role and is, rather, indicative of the types of responsibility covered by this job. Post holders will be required to carry out such other work as is required by MOLA as long as this is reasonable and commensurate with the nature of the post held.



## Person Specification –Post-Excavation Project Manager

### Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent experience</li> <li>• Commitment to apply for the appropriate level of Chartered Institute for Archaeologists membership upon joining</li> </ul>	<ul style="list-style-type: none"> <li>• Current full driving licence (or willingness to acquire one)</li> <li>• Professional membership of any relevant bodies</li> <li>• Accredited Project Management Qualification</li> <li>• Relevant Health &amp; Safety Qualifications such as IOSH <i>Managing Safely</i></li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of working in multi-disciplinary teams to deliver projects within time and budget constraints</li> <li>• Experience of managing project and activity budgets.</li> <li>• Experience of post-excavation processes from assessment to publication</li> <li>• Broad knowledge of British Archaeology</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of costing, bidding for, and managing archaeological project work</li> <li>• Understanding of the principles of contract management</li> <li>• Publication record</li> </ul>
<b>Skills / Abilities / Competencies</b>	<ul style="list-style-type: none"> <li>• Highly organised with excellent attention to detail and the ability to effectively prioritise (and delegate) work</li> <li>• Ability to network and connect with stakeholders from a range of fields</li> <li>• Positive, professional attitude with a flexible approach to work and the ability to motivate team members</li> <li>• Excellent IT skills, particularly Microsoft Office, Excel, GIS and database systems</li> <li>• An understanding of the principles of diversity and an active commitment to the principles of workforce diversification</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of common software used in the analysis of archaeological data.</li> <li>• Excellent numerical ability</li> <li>• Experience of developing content for social media and web channels</li> </ul>