

Lancashire County Council

Grade Profile

Grade Profile (Grade 6)

Applies to all posts at Grade 6

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| Purpose |
| To provide general and specific technical support in a relevant professional area or oversee and co-ordinate the provision of a support function or undertake a specialized activity. This may include day-to-day supervision and direction of a group or team. |
| Scope of Work |
| Role holders will use practical and procedural knowledge and analytical and judgmental skills to interpret information or situations and solve varied problems some of which may be difficult and require significant advance planning. Role holders may be expected to make decisions as to when and how duties are carried out and respond independently. |
| Accountabilities/Responsibilities |
| <ul style="list-style-type: none">▪ The supervision/technical reference fora group or team; or▪ Accounting for expenditure from agreed budgets; or▪ Overseeing the administration of support systems and processes; or▪ Undertaking specialized service support activities; or▪ Providing service and situation specific guidance; or▪ Using specialized equipment. |
| Skills, Knowledge and Experience |
| <ul style="list-style-type: none">▪ Extended experience or the ability to demonstrate the competence to undertake the role.▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications or equivalent where applicable.▪ Working knowledge of the practices, processes and procedures relevant to the role.▪ Skills appropriate to the job discipline. <p>In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.</p> |
| Performance Indicators |
| <ul style="list-style-type: none">▪ Completion of tasks to required standards, deadlines and timescales. |

Finds Liaison Officer – additional information sheet / person specification

The role is to

- explain and promote the Portable Antiquities Scheme (PAS) to professional groups and the general public through outreach work
- build and maintain good relations with metal-detector users in the region
- identify and record finds made by members of the public onto the PAS online database
- act as an expert adviser on finds of treasure in liaison with local museums and coroners
- recruit, train, programme work and supervise volunteers, interns and assistants in their support and input into PAS
- assist in developing the PAS through active involvement with the scheme and its staff engagement work

KEY ACCOUNTABILITIES

Working with visitors, external clients and other service users. Excellent customer service and communications skills are essential.

Representing and actively promoting the aims of the Portable Antiquities Scheme (PAS) to the wider public as well as to specialist groups such as archaeologists and museum curators, ensuring there is an understanding that the scheme is in place to record all portable antiquities (not just metal) and to present the data gathered in the central online resource.

Identifying and recording finds made by members of the public onto the PAS online database; seeking advice from Finds Advisers and colleagues for those objects that the FLO is unable to identify.

Attending other museums in the area on a regular basis, to record finds deposited there.

Building and maintaining contacts with metal-detector users and other finders in the area – both as individuals and through clubs. This will include a wide range of outreach work including attending club meetings, hosting Finds Days, supporting work with Lancashire County Council's Heritage Learning Team, Museums Service (LCCMS) and/or external partners.

Explaining to finders the requirements of the Treasure Act and Code of Practice and statutory provision relating to the use of metal-detectors and Scheduled Sites.

Fostering and maintaining a spirit of co-operation between metal-detector users, landowners and archaeologists; providing guidance and support around best practice including the archaeological requirements concerning the accurate recording of the provenance of finds and the need not to disturb *in situ* deposits. Mediating between any/all parties if necessary.

Acting as expert adviser on finds of treasure in liaison with local museums and coroners; keeping finders informed of progress with their treasure cases.

Monitoring, maintaining and/or improving on the appropriate finds environment while items are in the museum's care, liaising with professional colleagues – such as conservators, curators etc – as necessary.

Recruiting, training, programming work and supervising volunteers, interns and assistants in their support and input into the PAS.

Provide quarterly reports to LCCMS and PAS on progress in carrying out the objectives and activities of the role, in a timely fashion, in accordance with the requirements of the PAS.

Assisting in developing the PAS through active involvement in regional and national meetings, staff for a, surveys and reviews etc. Engaging with relevant related resources including the Historic Environment Record.

Ensuring that Lancashire County Council Health & Safety and staff policies/procedures are followed.

Person Specification – Finds Liaison Officer

| Requirements | Essential (E) Desirable (D) | Application form (A) Interview (I) Test (T) |
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| Good degree in archaeology or a related discipline, or considerable relevant experience. | E | A/I |
| Experience of archaeological artefact identification or working within an archaeological organisation with an emphasis on finds recording and processing. | E | A/I/T |
| Awareness of issues related to metal-detecting and archaeology. | E | A/I |
| ICT skills particularly digital photography and photo manipulation programmes, databases, word processing and email. | E | A/I |
| Basic understanding of conservation requirements, museum environments and good practice. | E | A/I |
| Excellent communications skills for a wide audience range, both verbally and in writing. | E | A/I |
| Excellent organisational and planning skills demonstrating problem solving, working to tight deadlines. | E | A/I |
| Ability to work accurately and methodically; collecting and collating data systematically, analysing and reporting clearly and accurately to a high standard. | E | A/I |
| Flexible approach to working including some evening and weekend working. | E | A/I |
| Self-motivated and able to work alone and to contribute fully to any team working. | E | A/I |
| Full driving license and own transport. | E | A/I |
| Museum experience including collections management – ie documentation processes and collections care. | D | A/I |
| Familiarity with the Portable Antiquities Scheme | D | A/I |

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| Experience of research into and/or publication of archaeological finds. | D | A/I |
| Experience of working with metal-detector users or similar groups | D | A/I |
| Experience of working with volunteers and/or work placement students etc. | D | A/I |
| Experience of archaeological excavation and knowledge/understanding of the importance of archaeological context. | D | A/I |
| Commitment to access | D | A/I |
| Commitment to equality & diversity | E | I |
| Commitment to health & safety | E | I |
| Display the LCC values and behaviours at all times and actively promote them to others | E | I |

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