

Role profile

Job Title	Finds Liaison Officer (Maternity Cover)
Location	Chilcomb House
Line Manager	Curatorial Liaison Manager
Matrix Team	Programming

Purpose of role:

- To record archaeological objects found by the public, including metal detector users, to advance understanding of the historic environment and make the results accessible to the public.
- To report and process treasure cases.
- To help to increase opportunities for public involvement in archaeology.

Main Responsibilities:

- Record finds using the Portable Antiquities Scheme database (www.finds.org.uk) to a consistent standard; to seek advice from Finds Advisers and other experts for those objects they are unable to identify personally.
- Explain the requirements of the Treasure Act and Code of Practice and the statutory provision relating to the use of metal-detectors on scheduled sites to finders; to act as expert advisers on finds of treasure in liaison with local museums and coroners and to keep finders informed of progress with their treasure cases.
- Attend local metal-detector club meetings on a three-monthly basis to collect finds and treasure for recording.
- Promote co-operation between metal-detector users, landowners and archaeologists; to educate detector users and landowners on best practice, communicating the archaeological requirements concerning the accurate recording of the provenance of finds and the need not to disturb in situ deposits and to mediate between them and archaeologists/museum curators if necessary.
- Explain the aims of the Portable Antiquities Scheme to the public (for example, local archaeological and historical societies, schools etc.), emphasising that the Scheme is concerned to record all portable antiquities and not just metal objects and to present the data gathered.
- Report quarterly to the Head of Portable Antiquities (via the Resources Manager) on their progress in carrying out these objectives.
- Work with museum volunteers to aid recording and input of records.
- Support the Programme team, taking part in museum activities on-site and through outreach.

Other duties

- To undertake any other duties or projects commensurate with the nature and grade of this post as required by the organisation. The post holder must be willing to undertake duties outside normal working hours.

Corporate and statutory initiatives - equalities/health and safety/environmental sustainability

- Maintain an awareness of and comply with Hampshire Cultural Trust policies and apply them to the day-to-day operation to ensure its legal and statutory obligations are met.
- Comply with health and safety, equalities and environmental sustainability guidance and working practices.
- Undertake appropriate training and development.

Key competencies of role:

- Deciding and initiating action
- Working with people
- Presenting and communicating information
- Writing and reporting
- Applying expertise and technology

Person Specification (competence requirement):

1. Essential qualifications

- Educated to degree level or equivalent in archaeology or related discipline

2. Essential knowledge/skill/experience

- Excellent interpersonal and communication skills.
- Experience of artefact identification or previous experience of working within an archaeological organisation with an emphasis on finds recording and processing.
- Experience of research and publication of archaeological finds.
- Knowledge of the Portable Antiquities Scheme and its role within British archaeology and museum sectors.
- A strong commitment to supporting diversity and enabling access as well as experience of how to deliver on such commitment.
- Skills and experience in use of computerised databases.
- Experience of managing budgets and reporting to funders.
- Good working knowledge of MS Office suite and Windows applications.
- Excellent organisational and planning skills.
- Self-motivated and committed to delivering agreed results.

3. Desirable knowledge/skills/experience

- Previous experience of working with metal-detectorists or similar groups.

- Experience of working with volunteers.
- Full driving licence and access to own transport.
- Experience in using Adobe Photoshop.
- Experience of object photography to the standards set by the Portable Antiquities Scheme.

Working Conditions:

The following section provides an outline of the working conditions that may be encountered in this role:

- Manual handling of objects up to 5kg on a daily basis
- User of Display Screen Equipment – desktop PC and laptop
- Lone working
- Use of own vehicle for work purposes
- May have contact with Control of Substances Hazardous to Health (COSHH),
Biological: human blood and/or human bodily fluid e.g. First Aid
- May have contact with Control of Substances Hazardous to Health (COSHH),
Chemical: Lead (occasional handling of lead objects including weights, seals and musket balls)