



## Job Description: Finds Liaison Assistant

<b>Reports to</b>	Finds Liaison Officer
<b>Grade</b>	Scale 3 SCP 14
<b>Salary scale</b>	£15,882 pro rata
<b>Hours</b>	37 hours
<b>Contract</b>	Temporary – 3 months

### Job Purpose

- To assist the Finds Liaison Officer in the recording of archaeological material found by members of the public and metal detector groups in Derby City, Derbyshire, Nottingham City and Nottinghamshire
- To assist finders of archaeological material and help ensure that they and landowners understand the Portable Antiquities Scheme and the Treasure Act

### Dimensions

<b>Supervisory responsibilities:</b>	None
<b>Managing Individual Performance:</b>	Reports to Finds Liaison Officer
<b>Responsible for:</b>	
<b>Financial and Human Resources:</b>	
<b>Physical Resources</b>	

### Specific Responsibilities

1. To assist the Finds Liaison Officer in the identification and recording of finds for the Portable Antiquities Scheme.
2. To undertake the processing of backlog material which includes flint and pottery as well as metalwork finds and to develop a working knowledge of the associated paper/digital records which accompany this material. Work methodically and maintain records of work being undertaken, specifically when handling backlog



material

3. To develop a good understanding of the Portable Antiquities Scheme database, both for entering data and performing searches and be consistent when entering data onto the PAS database and adhere to present recording standards .
4. To receive training from the Finds Liaison Officer and, if appropriate, PAS Finds Advisers or other specialists to improve object identification knowledge and to attend regional or national PAS meetings or training sessions as appropriate.
5. To work independently to further improve finds identification knowledge and an understanding of the PAS database.
6. To be informed about the aims and objectives of the Portable Antiquities Scheme and able to explain the Scheme to interested parties.
7. Have a clear understanding of the Treasure Act 1996 and the role of PAS and the Finds Liaison Officer play within this process.
8. To occasionally assist the Finds Liaison Officer in outreach activities including museum and metal detector club visits. A degree of flexible working outside normal office hours will be required.
9. Be able to take consistently good photographs and edit these using Photoshop for use on the PAS website.
10. To maintain a log of activities and training in order to provide a written report at the end of the 3 month term.

### General Responsibilities

1. Demonstrate ability to interact and cooperate with all Trust employees.
2. Maintain professional internal and external relationships that meet the values of Derby Museums and the Portable Antiquities Scheme.
3. Comply with relevant Derby Museums and Portable Antiquities Scheme policies.
4. Ensure compliance with all Trust policies including Customer Care, the Health and Safety at Work Act 1974, the Trust's Safety Policy and Financial Standing Orders.
5. Develop and promote equal opportunities, ensuring the service reflects and provides for the community.



## Person Specification: Finds Liaison Assistant

Short-listing and selection will be based on the criteria set out here. Do make sure that your application fully demonstrates how you satisfy the points listed, drawing on your personal and work experience, education and training.

Qualities	Essential (E) Desirable (D)	Identified by: Application (A) Interview (I) Test (T)
<b>1. Generic skills and experience</b>		
Basic literacy and numeracy	E	A
Ability to use problem solving skills to organise, sort & rationalise data	E	A I
Competent in carrying out basic research & in identifying reliable sources of information.	E	AI
Strong organisational and project management skills	E	A I
Ability to work in a highly-organised and efficient fashion	E	A I
Ability to work independently on research	D	A I
A wish to develop a career in archaeology	D	A I
Ability to work alone	E	A I
<b>2. Job specific skills and experience</b>		
Experience of artefact identification or previous experience of working within an archaeological organisation with an emphasis on finds recording and processing.	E	A I
Knowledge of flint and or pottery from archaeological contexts	D	A I



<b>Qualities</b>	<b>Essential (E) Desirable (D)</b>	<b>Identified by: Application (A) Interview (I) Test (T)</b>
Previous experience of working with metal-detectorists or similar groups.	D	A I
Knowledge of the Portable Antiquities Scheme, website and database	E	A I
Ability to work systematically, to input data onto electronic databases in a consistent format, and to a high standard of numeracy, accuracy and clarity.	E	A I
Ability to take and manipulate digital images (using Photoshop)	E	A I
Awareness of issues relating to metal-detecting, the Treasure Act and archaeology	E	A I
<b>3. Qualifications</b>		
Degree in archaeology or a related discipline, or equivalent relevant expertise	D	A
<b>4. Equalities</b>		
Understanding of Commitment to Equalities	E	A I