

JAMAICA NATIONAL HERITAGE TRUST
Job Description & Specification

JOB TITLE :	SENIOR ARCHAEOLOGIST		
JOB CLASSIFICATION:	SOG ST 7	JOB CODE:	NTC - 0125
DEPARTMENT:	Archaeology		
REPORTS TO:	Deputy Technical Director		
DIRECT SUPERVISION GIVEN TO:			

CONTEXT

JOB PURPOSE	<p>The Senior Archaeologist/Team Leader of the Field operations of the Jamaica National Heritage Trust (JNHT) Archaeology Division is responsible for all archaeology matters in the field.</p> <p>The Senior Archaeologist will provide guidance, support and supervision to Archaeological Field projects throughout Jamaica. He or she will have knowledge of Jamaica National Heritage Trust Act and other relevant Preservation Act and related international regulation guidelines. The incumbent will have extensive knowledge of field assessment techniques and be able to successfully implement archaeological inventory, evaluation, and data recovery efforts, analyze archaeological/historic contexts and associated material evidence and prepare assessment reports as well as implement new and improved techniques for projects.</p> <p>He or she will assist in scoping archaeological projects and utilize GIS, site records and other data sources to identify locations where sites may occur. The incumbent will keep records and maintain the relevant documentation pertaining to archaeological sites and historical resources. The Senior Archaeologist will provide regulatory compliance support to GOJ institutions and/or commercial clients.</p> <p>The Senior Archaeologist strives to achieve the above through an assigned project team of professionals who discharge their responsibilities using ethical, scientific and business practices in a manner that maximizes, as far as possible, employee motivation and commitment with high levels of accuracy, accountability, responsibility as well as documented productivity.</p>
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AREAS OF RESPONSIBILITY

ACCOUNTABILITIES:	KEY ACTIVITIES
MANAGEMENT/ ADMINISTRATIVE RESPONSIBILITIES	<ul style="list-style-type: none"> • Provide leadership to direct reports through monitoring related projects, programmes and management of output. • Maintain a high standard of ethical behavior to uphold the JNHT's reputation and demonstrate a commitment to core values. • Implement those policies, procedures and professional standards of archaeological technical excellence to all work products and output. • Ensure that JNHT's assets are protected and expenditure used by team members in carrying out their responsibilities is monitored while following the related guidelines of the JNHT.
TECHNICAL & PROFESSIONAL RESPONSIBILITIES	<ul style="list-style-type: none"> • Is prepared for field, lab and office tasks including data analysis, report writing and supervision of direct reports in order to complete project assignments. Field projects could be located anywhere in Jamaica and potentially overseas. • Ensure that projects, programmes and other output from the assigned team are achieved through collaboration and participation. • Is responsible for the integrity and veracity of the details and data which comprise reports and other project output. • Evaluates the impact of proposed development on archaeological resources. • Conduct archaeological research required for assessments, addressing environmental, historical and archaeological data including textual materials, maps and GIS data. • Is willing to travel and work in remote areas and on occasion is required to be away from home. • Assist with developing and maintaining external client relationships. • Ensures that output at sites where artifacts are collected, researched and exhibited are preserved according to acceptable standards. • Supports project compliance with Jamaican archaeology/historic preservation standards, laws, and regulations. • Ensures that projects achieve their stated goals while at the same time preserve Jamaica's archaeological resources and implement preservation as a business practice and public policy. • Support JNHT's service offerings by delivering projects on investigating, assessing and preserving historical and archaeological sites on public and private properties. • Conduct documentary research and archaeological investigations (including excavation, artifact processing and analysis as well as report preparation) on development projects. •

	<ul style="list-style-type: none"> • Support and deliver training to interested parties in GOJ Ministries, Agencies and Departments on protecting archaeological resources. Supervise hired crews, students, interns, and volunteers as required. • Utilize Geographic Information Systems (GIS) to rectify historical maps and images which provide information for use by planners and archaeologists in planning and preservation activities. • Follow guidelines and standards for implementing the Code requirements. • Maintain memberships in professional societies and organizations to keep abreast of new discoveries, technological and methodological changes and advances and other issues of importance in order to perform and deliver in accordance with professional standards. • Adhere to the standards and policies for collection management based on professional standards and practices as well as the collection's conservation needs. • Represent the JNHT at related meetings, conferences, and other fora as required. • Perform any other related duties which may be assigned from time to time by the Deputy Technical Director or Technical Director Archaeology.
<p>DEPARTMENTAL HUMAN RESOURCE RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Provide leadership to direct reports by encouraging a team approach and motivating them towards accomplishing deliverables and fulfilling responsibilities. • Ensure the maintenance of establish and agree on clear, result-oriented goals with realistic and measurable outcomes. • Mentor and coach team members, make recommendations for training, assistance and support as and when needed while making certain that they know of and adhere to the statutes, policies and procedures of the JNHT. • Make recommendations related to the welfare and development of team members through the timely preparation of and feedback to performance appraisals based on deliverables. • Ensure that feedback to performance is regular, appropriate and constructive.
<p>OTHER RESPONSIBILITIES</p>	<p>Not Applicable</p>

KEY RESULT AREAS/OUTPUT	<ul style="list-style-type: none"> • Implementation of desk-based and archival research, impact assessments, rescue operations as well as monitoring and mitigation programmes. • Reports, site studies, photographs, research findings and artifacts for each project and or site are prepared and delivered. • Projects are completed efficiently, within allocated budgets and timelines utilizing technically sound evaluation and preservation procedures. • Motivated, efficient and productive team members whose output is in line with acceptable standards.
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MEASURES OF SUCCESS

ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
PERFORMANCE MEASURES	<ul style="list-style-type: none"> • Delivery of related projects and programmes is achieved according to documented and agreed targets, budgets and timelines. • Performance targets as detailed in the JNHT's corporate/operational plans are met. • Team members are recognized by providing timely preparation of performance evaluations and the required feedback.

COMPETENCIES

FUNCTIONAL	DEFINITION
REQUIRED SKILLS AND COMPETENCIES	<ul style="list-style-type: none"> • An excellent leader/manager, results oriented, strongly motivated and competent to motivate others. • Excellent presentation, oral and written communication skills. • Is analytical, precise and pays attention to details. • Able to work well with diverse groups. • Is flexible, able to work independently and make appropriate decisions. • Has high ethical conduct and demonstrated integrity.
REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION	<ul style="list-style-type: none"> • A high level of proficiency in the relevant and varied software applications, computers and hand tools. • Knowledge of Jamaican history, heritage and related disciplines of archaeology. • Good knowledge of research methodology, collections management procedures and standards of practice. • Good knowledge of archaeological/anthropological theory, method and procedures and is able to instruct others.

	<ul style="list-style-type: none"> • Some knowledge of international cultural heritage charters and conventions.
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QUALIFICATION & EXPERIENCE

QUALIFICATIONS:	<ul style="list-style-type: none"> • A Postgraduate degree in a recognized area of specialization within the field of archaeology from a recognized tertiary institution or equivalent. AND • Two (2) years of experience in a senior capacity in a Cultural, Heritage or Environmental organization. AND
EXPERIENCE REQUIREMENTS:	<ul style="list-style-type: none"> • Knowledge and experience in using GIS and Geophysical Technology would be an asset. • Training in an area of Human Resource Management and Development from a recognized institution. AND • Training in project management.

SPECIAL CONDITION ASSOCIATED WITH THE JOB	<p>This position requires working outdoors across Jamaica, travelling to remote areas and extensive interaction with the local population, with occasional travelling external to Jamaica.</p> <p>There can be adverse working conditions and or working under rugged conditions with high pressure especially when deadlines are to be met.</p> <p>Extended working hours are expected once it relates to fieldwork. The incumbent maybe required to work on public holidays related to Jamaica's history.</p>
AUTHORITY TO:	<ul style="list-style-type: none"> • Represent the Deputy Technical Director or Technical Director Archaeology as required, on matters related to the position.

COMMUNICATION

LIAISE INTERNALLY	
Deputy Technical Director & Director Archaeology.	Receive instructions from, report to and make recommendations.
Other Directors & Department Heads,	Receive and send reports, inform, consult with, inform and meet with.

LIAISE EXTERNALLY	PURPOSE OF COMMUNICATION
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The Institute of Jamaica (I.O.J.)	Consult with and problem solving.
Ministry of Education	Consulting and problem solving.
The Attorney General's Office	Request legal opinions and consultation.