

## **DYFED ARCHAEOLOGICAL TRUST**

### **JOB DESCRIPTION**

**Job Title:** Heritage Management Assistant

**Salary Band:** SPC 18-20

**Salary Grade:** 5

**Location:** Corner House, Llandeilo

**Section:** Heritage Management Section

**Accountable to (as line manager):** Historic Environment Record Officer

**Job Summary:** In English and Welsh: to assist in the maintenance of Heritage Management records and to disseminate information to internal and external enquirers. The work will be undertaken under close supervision from senior members of staff within the Heritage Management Section.

#### **Duties**

- Inputting data into computerised records including the HER and Planning Archaeology record systems in English and Welsh, as appropriate.
- Assist with the enhancement of HER data, in English and Welsh, as appropriate.
- Creation of GIS based HER event records in English and Welsh, as appropriate.
- Cataloguing of photographs and other media and records.
- Archiving HM project records.
- Day to day management of digital records/catalogues of HER supporting data.
- Care and maintenance of HER library.
- Filing and retrieval of paper records in existing filing systems within the Heritage Management Section.
- The supervision of students and volunteers working on HER and other projects.
- Assisting with the provision of historic environment information to internal enquirers and the public in English and Welsh, as appropriate.
- Assisting with the Trust's outreach events and activities.
- Other such duties as the Trust may require from time to time.

## DYFED ARCHAEOLOGICAL TRUST

### PERSON SPECIFICATION

**Job Title:** Heritage Management Assistant

**Salary Band:** SPC 18-20

**Salary Grade:** 5

**Location:** Corner House, Llandeilo

**Section:** Heritage Management

**Accountable to (as line manager):** Historic Environment Record Manager

*The following are required:*

- Excellent written and spoken Welsh language and English language skills.
- Computer literacy with good database skills.
- Experience of working with filing systems.

*The following would be advantageous*

- Knowledge of Welsh Archaeology and history.
- A full driving licence.

*Core competencies required for this post:*

- Communication. Post holders should: be able to communicate clearly and concisely, deal confidently and tactfully with people at all levels.
- Teamwork and partnerships. Post holders should: be aware of your own impact on others.
- Applying expertise. Post holders should: apply skills, knowledge and expertise, be willing to take steps to update, develop and widen knowledge and skills, know when to obtain advice and expertise.
- Delivery. Post holders should: focus on results and getting the job done.
- Continuous improvement. Post holders should: be willing to respond positively and flexibly to change, make suggestions to improve working practices, learn from mistakes.
- Personal skills. Post holders should: be confident, motivated and reliable, work methodically and consistently with attention to detail, have the ability to cope with authority.