



## Role Specification & Particulars

### Resident Archaeologist Competition No: 19/036

**Closing Date: 4:00 p.m. on Thursday, 27<sup>th</sup> June 2019**

Cork County Council invites applications, from suitably qualified persons, who wish to be considered for inclusion on a panel from which vacancies for **Resident Archaeologist** may be filled.

**The information in this document is specific to the role and should be read in conjunction with Cork County Council's Candidate Information Booklet ([link](#))**

**SECTION 1: THE ROLE**

**Resident Archaeologist – N22 Baile Bhuirne to Macroom Macroom, M28 Cork to Ringaskiddy and N73 Annakisha roads developments**

The N22 Baile Bhuirne to Macroom road development involves construction of approximately 22km dual carriageway between the townlands Slieveragh and Coolcour, together with consequential and ancillary works. The N22 is a National Primary road. Cork County Council have awarded three separate archaeological services contracts for the assessment and mitigation of the archaeological impacts of the road development in accordance with the Directions of the Minister for Culture Heritage and the Gaeltacht. The following standard archaeological services have been completed to date: Stage (i) Test Excavations and Surveys, Stage (ii) Pre-Excavation and Stage (iii) Excavation & Post-Excavation Assessments. Stage (iv) Post-Excavation & Dissemination Services commenced in March 2019 on all three contracts. It is anticipated that construction will commence in 2019, it is anticipated construction works in certain areas will require archaeological monitoring.

The M28 Cork to Ringaskiddy road development is an approximately 12.5km upgrade of the N28 National Primary Route from the N28/N40 South Ring Road Bloomfield Interchange to the Port of Cork in Ringaskiddy, together with consequential and ancillary works. Subject to approval it is anticipated that procurement of archaeological services will commence in Q.2 or Q.3 2019, and that Stage (i) Test Excavations and Surveys Services will commence before the end of 2019.

The N73 Annakisha Road Realignment is an approximately 3.6km upgrade of the N73 National Secondary Route between the townlands of Ballygowan and Cooldurragha, together with consequential and ancillary works. Subject to approval it is anticipated that procurement of archaeological services will commence in Q.3 2019, and that Stage (i) Test Excavations and Surveys Services will commence before the end of 2019.

**SECTION 2: DUTIES**

Carry out such duties as are appropriate to the office of Resident Archaeologist on the N22 Baile Bhuirne to Macroom, M28 Cork to Ringaskiddy, N73 Annakisha roads developments (and on any other national road development contracts as may be assigned from time to time).

With regard to archaeological and architectural heritage, the Resident Archaeologist shall ensure compliance with EIS schedule of commitments, legislation and the conditions attached to the ministerial directions. He/she shall supervise the archaeological contractor(s) ensuring that they adhere to conditions of contract and the service requirements and carry out archaeological excavation, survey and post-excavation services and dissemination and archiving services in accordance with the contract and the approved method statements.

The Resident Archaeologist will work closely with the Design Team and will liaise with the PSCS and other service providers to minimise delays or other risks to the project programme. The Resident Archaeologist will review and ensure compliance with programmes and compliance with agreed service requirements and that agreed milestones are met. The Resident Archaeologist will identify and communicate to the Engineer and TII Archaeologist any implications for the archaeological programme and the main works programme of any change to the contractors' programmes. The Resident Archaeologist will work as part of the Design Team to coordinate and manage the interaction of the archaeological services contract with other advance works/services contracts. The Resident Archaeologist will prepare draft weekly contractor performance assessment reports. The Resident Archaeologist will maintain comprehensive records (e.g. records of entry, resources deployed [staff, plant and equipment], maintain daily site diary, take and log record photos, minute weekly progress meetings) of the on-site services supplied by the archaeological service providers.

The duties may include but are not limited to the following and the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

- On-site supervision, coordination, record keeping of geophysics contract, reviewing draft reports, etc.
- On-site supervision, coordination, record keeping of Stage (i) services. Review of draft Stage (i) test excavation reports. Assist in the preparation of Stage (ii) specifications.
- Organise and phase duties of staff to ensure adequate supervision at all times during construction works on the site.
- Assist in the preparation of Stage (iii) specifications and review draft method statements.
- On-site supervision, coordination, record keeping of Stage (iii) services, reviewing draft reports, etc.
- Review of draft Stage (iii) Post Excavation assessment reports.
- Assist in the preparation of Stage (iv) specifications.
- Review of draft Stage (iv) excavation reports and draft publications.
- And any other duties as may be required from time to time

- Keep a comprehensive diary constituting a detailed work history of archaeological services and significant incidents/occurrences on site and during post-excavation.
- Ensure that detailed reports, diaries and records (hard and soft copies), including photographic records, in relation to all aspects of progress of the works are kept and available for inspection by authorised personnel.
- Ensure that all day work records and all variations from specification are approved and documented prior to execution.
- Keep record of all information relating to delays, industrial disputes, adverse physical conditions and disputes with sub-contractors and landowners.
- Attend, with other necessary site supervisory staff as required, regular site meetings and ensure that proceedings are minuted for circulation to all relevant personnel.
- Keep other site supervisory staff informed on matters which may influence their work.
- Assist with the administration of the various archaeological services contracts
- Be aware at all times of the duties of contractors, sub-contractors and others under Safety, Health and Welfare at Work legislation and in particular the provision of –
  - A safe place of work and safe access and egress to a place of work
  - A safe system of work
  - Safe plant and machinery
  - Appropriate personnel protective equipment
  - Arrangements for the welfare of employees
- Liaise with Local Authorities, Transport Infrastructure Ireland, Department of Transport, Tourism and Sport, Department of Housing, Planning, Community and Local Government, statutory undertakers and stakeholders as required.
- Carry out such further instructions of the Cork County Council insofar as they are deemed appropriate for the satisfactory supervision of archaeological services undertaken on behalf of the Local Authority, as agent for Transport Infrastructure Ireland and the Department of Transport, Tourism and Sport, by contract and by direct labour and other works of an ancillary nature in connection with the N22 Baile Bhuirne to Macroom, M28 Cork to Ringaskiddy, N73 Annakisha roads developments specifically and with any other national road development projects as may be assigned from time to time.

## **SECTION 3: ELIGIBILITY CRITERIA / QUALIFICATIONS**

### **1. Character**

Each candidate must be of good character.

## **2. Health**

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

## **3. Education, Training, Experience etc.**

Each candidate must, on the latest date for receipt of completed application forms -

- i. be a qualified archaeologist (Irish National Framework of Qualifications (NFQ) Level 8, recognised by the Quality and Qualifications Ireland (QQI)), or equivalent qualification in an equivalent discipline;
- ii. be eligible to receive an excavation licence from the Minister for Culture, Heritage, and the Gaeltacht; or have demonstrable experience in project management of archaeological excavations
- iii. have at least 5 years' relevant post-graduate experience in archaeological fieldwork and reporting;

Given the nature of the post, the following skills and experience are of benefit:

- i. have demonstrated significant experience in working as part of a multidisciplinary team in the last year delivering major infrastructure developments;
- ii. have demonstrated significant experience and competency in the dissemination of information about archaeological discoveries in the context of infrastructural development;
- iii. have demonstrated either
  - significant relevant experience over the past three years in directing archaeological excavations and will have held the related full excavation licences in his/her own name and completed all reporting obligations arising from same, or
  - significant relevant experience over the past three years in the management of archaeological aspects of projects, of a nature and scale similar to the current contract.
  - proficiency in AutoCAD, familiarity with ArcGIS/MapInfo would be beneficial;
  - proficiency in the Microsoft Office Suite, including Word, Outlook, PowerPoint and Excel;
  - Detailed experience of fulfilling duties required by the Safety Health and Welfare at Work (Construction) Regulations, 2013, including ensuring, on behalf of the Employer, that the duties of the Contractor are implemented across the project;

- Detailed knowledge and experience of archaeological services contract measurement and quality control;
- Familiarity and experience of ensuring compliances with project environmental commitments including habitat protection, implementation of mitigation measures and construction related environmental management;
- Proven ability to:
  - Successfully deliver archaeological projects
  - Manage Contractors
  - Supervise archaeological aspects of site investigations and enabling works incl. site clearance, fencing, construction of access, environmental mitigation measures, utility diversions;
  - Liaise with landowners and other stakeholders and assist with any interactions that are necessary in relation to ongoing accommodation works;
  - Address queries from members of the public and/or Elected Members; prepare and maintain regular progress updates for publication;
  - Prepare clear and concise reports
  - Prepare tender documents
  - Maintain accurate records
  - Create and develop good working relationships within and across teams
  - Set own high standards of performance and deliver desired results
  - Learn new tasks quickly, remember information and gather data for effective decision making
- Experience of working on a project team;
- Experience of working as part of a multi-disciplinary project team;
- Excellent interpersonal skills;
- Good verbal and written communication skills;
- Ability to receive and act on feedback given;
- Hold a full clean current driving licence;
- Have a current Safe Pass Card;

#### **4. Age**

Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant within the meaning of the Public Services Superannuation Act, 2004. A candidate who is not classified as a new entrant must be under 70 years of age.

#### **5. Transport**

Access to transport as the role may require some travel.

### **SECTION 4: Competencies**

This is a competency based competition and the interviews will be competency based. The competencies listed are the competencies for this post. Candidates will be expected

to demonstrate **sufficient evidence within their application form** of competence under each competency. **Please take particular note of these when completing the application form as any short-listing or interview process will be based on the information provided by candidates in the application form.**

**A candidate must possess the following competencies:-**

<p>Management &amp; Delivery of Results</p>	<ul style="list-style-type: none"> <li>• Takes responsibility for challenging tasks and delivers on time and to a high standard</li> <li>• Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances</li> <li>• Ensures quality and efficient customer service is central to the work of the division</li> <li>• Looks critically at issues to see how things can be done better</li> <li>• Is open to new ideas initiatives and creative solutions to problems</li> <li>• Ensures controls and performance measures are in place to deliver efficient and high value service</li> <li>• Effectively manages multiple projects</li> </ul>
<p>Interpersonal &amp; Communication Skills</p>	<ul style="list-style-type: none"> <li>• Presents information in a confident, logical and convincing manner, verbally and in writing</li> <li>• Encourages open and constructive discussions around work issues</li> <li>• Promotes teamwork within the section, but also works effectively on projects across Departments/Sectors</li> <li>• Maintains poise and control when working to influence others</li> <li>• Instils a strong focus on Customer Service in his/her area</li> <li>• Develops and maintains a network of contacts to facilitate problem solving or information sharing</li> <li>• Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system</li> </ul>
<p>Judgement, Analysis &amp; Decision Making</p>	<ul style="list-style-type: none"> <li>• Researches issues thoroughly, consulting appropriately to gather all information needed on an issue</li> <li>• Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)</li> <li>• Integrates diverse strands of information,</li> </ul>

	<p>identifying inter-relationships and linkages</p> <ul style="list-style-type: none"> <li>• Uses judgement to make clear, timely and well grounded decisions on important issues</li> <li>• Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders</li> <li>• Takes a firm position on issues s/he considers important</li> </ul>
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## **SECTION 5: TENURE**

The office of Resident Archaeologist, N22 Baile Bhuirne to Macroom, M28 Cork to Ringaskiddy, N73 Annakisha roads developments, is temporary, wholetime, and pensionable in accordance with legislation. The contract duration is likely to be 2 years.

The post is pensionable. A panel may be formed to fill this position. Appointment to Cork County Council is governed by the Public Service Management (Recruitment and Appointments) Act 2004.

## **SECTION 6: SALARY**

**The Salary scale for the post is: €61,900 – €69,397 per annum**

€61,900 – €62,503 – €63,106 – €63,709 – €64,311 – €64,914 – €65,517 – €66,120, €68,242, €69,397, plus a taxable allowance of up to €7,800 per annum may also be paid to cover associated costs arising on the scheme.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Planning and Local Government. In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1<sup>st</sup> January 2011, will enter the scale for the position at a minimum point.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

## **SECTION 7: LOCATION OF POST**

The base for working purposes shall be the work site or as determined by Cork County Council.

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

## **SECTION 8: WORKING HOURS**

The working hours are minimum 37 hours per week, and you will be required to work contractor hours. No overtime is payable at present.

## **SECTION 9: ANNUAL LEAVE**

The current annual leave entitlement is 30 days per annum. Cork County Council's leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December. Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1977(as amended).

