

Historic Environment Record Officer

permanent

JOB DESCRIPTION

1. Background

PKHT is a charity established in 1988 with the aim of conserving and promoting archaeology and architectural heritage of Perth and Kinross, for the benefit of residents, visitors and future generations. The Trust achieves its objectives through the development and delivery of projects, the administration of grant schemes, the provision of information and advice, and a programme of outreach events and publications. The Trust's vision, mission and priorities are outlined in our current Strategic Plan.

As an ongoing core activity, the Trust maintains the Historic Environment Records (HER) for the area. A key use of the HER is to inform the planning archaeology service provided by the Trust to Perth & Kinross Council, through a Service Level Agreement, to ensure that all new development is carried out in line with national planning policy, in addition to providing the evidence base for planning advice. The HER also informs wider land management change, such as forestry, and in the development of community heritage projects. It also provided up to date information for the Perth and Kinross Archaeological Research Framework (PKARF). The Trust is currently developing a new community archaeology programme focusing on the rich prehistoric rock art of the area.

The HER is a dynamic geographic information system (GIS) record of archaeological sites and historic buildings with associated reference material. It uses HEROS open-source Digital Asset Management System an InkGIS web-based platform, developed by the Welsh Archaeological Trusts. HEROS can be accessed by all Trust staff, and allows for additional users, such as volunteers or student placements to contribute to enhancement projects.

2. Job purpose

The purpose of the post is to maintain, develop and enhance the Historic Environment Record (HER) and to provide support to the Principal Archaeologist, with respect to the planning archaeology service, by contributing to four main areas of work:

1. Maintenance and enhancement of HER data – adding new data and addressing the backlog
2. Improve accessibility to the HER and developing opportunities for volunteer/student engagement
3. Develop outreach products based on the HER, such as a visitor leaflets, and social media posts
4. Support to the Principal Archaeologist in the delivery of the planning archaeology service to Perth & Kinross Council.

3. Roles and responsibilities

The post-holder will be responsible for:

- 1 Maintenance of HER data:
 - incorporate new data into the HER
 - ensure the HER adheres with national standards and data is appropriately documented
 - Work with IT professionals (external and internal) in ensuring the HEROS system is maintained, appropriately secure, and backed up
- 2 Improve accessibility to the HER and developing opportunities for volunteer/student engagement:
 - Develop engagement projects to address the HER backlog as per national standards
 - With the Principal Archaeologist agree and promote projects suitable for volunteer/student placements and facilitate their delivery
 - Maintain staff, volunteer and public access to HEROS
- 3 Develop outreach products based on the HER, such as a visitor leaflets, and social media posts:
 - Use the HER to raise awareness and public engagement with the historic environment through traditional and digital products
 - Assist in the promotion of the Trust's archaeological work through our website and social media accounts
- 4 Support to the Principal Archaeologist in the delivery of the planning archaeology service to Perth & Kinross Council:
 - produce data extracts for forest surveys and Desk Based assessments as part of HER external consultancy work
 - travel, throughout the area, to enhance the HER as required

4. Responsible to

The post holder will work under the direction of the Principal Archaeologist and alongside other staff.

5. Other duties

Working within a small team, a flexible and 'can do' approach is required, and the post-holder will perform duties other than those given in the job description to further the work of the Trust.

Date:14/03/25 (DS)

ATTRIBUTE	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
EDUCATION AND QUALIFICATIONS	An appropriate degree in archaeology.	An appropriate post-graduate qualification. Membership of the Chartered Institute for Archaeologists (CIfA).	CV documentation
SKILLS AND ABILITIES	<p>Strong IT skills with a working knowledge of GIS systems and databases.</p> <p>Practical experience of field archaeology, ideally in Scotland.</p> <p>Good written and verbal communication skills.</p> <p>Ability to meet set targets and to work to deadlines.</p> <p>Full Clean Driving licence and vehicle for work use.</p>	<p>Experience of curatorial HER work and maintaining HER data</p> <p>An understanding of Scottish Planning Policy in relation to archaeology.</p> <p>Experience of working with students and volunteers</p> <p>Experience of dealing with public queries.</p> <p>Knowledge of archaeology and architectural heritage of Perth and Kinross.</p>	CV interview
INTER-PERSONAL AND SOCIAL QUALITIES	Ability to work methodically and efficiently both alone and as part of a small team		CV interview