



**YMDDIRIEDOLAETH ARCHAEOLEGOL CLWYD-POWYS  
CLWYD-POWYS ARCHAEOLOGICAL TRUST**

**Historic Environment Record Officer**

Salary: £24,964 - £28,465 commensurate with skills, experience and enthusiasm. This is a full-time permanent post, based in the characterful and well-connected market town of Welshpool.

The Clwyd-Powys Archaeological Trust (CPAT) is an educational charity which was established in 1975. Its objective is 'to advance the education of the public in archaeology', and it achieves this with the support of funding from a variety of sources, including Welsh Government. CPAT is one of four Welsh Archaeological Trusts (WATs) which work to help protect, record and interpret all aspects of the historic environment. This includes the provision of advice to local authorities on archaeology and planning, undertaking archaeological projects for private- and public-sector clients, and delivering a programme of community archaeology events and activities.

An opportunity has arisen to be part of an exciting new era in the provision of Historic Environment Record services in Wales. The maintenance of the HER for Wales is a statutory duty placed on Welsh Ministers which is discharged by the four Welsh Archaeological Trusts. This situation is unique in the UK (and indeed the world) and provides for a strong and stable system which has considerable scope for innovation and flexibility. The HER Officer's primary role is to deal with the Historic Environment record, including:

- acting as a point of contact and dealing with HER enquiries
- data management and data exchange
- HER benchmarking and data standards
- liaison with the other Welsh Archaeological Trusts and Cadw

The HER Officer is part of a close-knit curatorial team, and so will also be involved in work relating to agri-environment schemes, the Archwilio website, archiving, managing backlogs and dealing with the public. Historically the role at CPAT has also included assisting the delivery of the PAS in our region and a degree of outreach and training work, but these are not core functions.

The nature of the system in Wales means that there is close and regular liaison between the HER Officers and other curatorial staff of the Welsh Archaeological Trusts.

The following attributes are essential for this role:

- Excellent overall knowledge and understanding of UK archaeology
- Knowledge and expertise in maintaining and operating HER databases and GIS
- Ability to prioritise workloads and projects subject to the requirements of the service
- Excellent written and spoken communication skills

- A high level of computer literacy, particularly previous database and GIS work, and web-based tools
- Clean full manual driving licence
- Good interpersonal skills, particularly the ability to react positively under pressure
- Experience of working with professionals, members of the public and volunteers

In addition the following attributes are desirable:

- Understanding of the archaeology and heritage of Wales, and recent changes to historic environment legislation in Wales
- Wider curatorial experience, including but not limited to archiving, agri-environment schemes and the Portable Antiquities Scheme
- Knowledge and expertise in web-based data management and SQL
- Awareness of wider issues in the historic environment sector
- CIfA membership
- Welsh language

CPAT is a Registered Organisation with CIfA. We offer a pension contribution of 6%, 30 days annual leave (rising to 35 days after 5 years), and generous flexi-time arrangements.

For further information and an informal discussion about the role please contact Chris Martin, Head of Curatorial Services by phone (01938 553670) or email ([chrismartin@cpat.org.uk](mailto:chrismartin@cpat.org.uk)).

To apply for the job please send a CV and covering letter by email to the same address, with the names of two referees. Closing date for applications is midnight on 9th July 2017. Interviews will be held on 19th and 20th July. Hard copy applications by post or any other means will not be accepted.