

JOB DESCRIPTION



Post title: Dartmoor Headwaters Officer (Historic Environment)
Directorate: Conservation and Communities
Grade: 5

Main Purposes of the Post:

Support and enable the delivery of natural flood management and nature recovery through the Dartmoor Headwaters project. Ensure that schemes are compliant with historic environment designations, whilst working with the team to maximise the potential of the catchments to store and slow the flow of water. Proactively seek solutions that provide mutual benefits to climate, nature and the historic environment.

Duties and Responsibilities:

1. Work with the Headwaters Officers (NFM) to maximise the potential of natural flood management schemes to provide mutual benefits to climate resilience, nature recovery and historic features.
2. Identify historic features that did, or could, play a role in slowing the flow and storing water in the landscape. Find opportunities to restore or enhance these features.
3. Complete fieldwork and desk-based assessments to understand the archaeological significance of priority sites, and detail mitigation for the Project Officers to incorporate into scheme design.
4. Provide specialist archaeological advice to contractors and project staff and monitor implementation of works on the ground. Provide watching brief when required.
5. Work with Project Officers and contractors to find access routes to sites that minimise impact to historic features. Design and monitor mitigation when required.
6. Produce specifications and tender documents for bespoke historic environment surveys and manage relevant contracts, when required.
7. Be the main point of contact with Historic England if a site requires Scheduled Monument Consent.
8. Work with other DNPA Archaeologists to evolve the methodology of significance and constraints assessment so that the relative importance of sites, especially those associated with tinstreaming, can be understood ahead of time, and new survey technologies and methods are considered.
9. Work closely with other members of the Conservation and Land Management team and the South West Peatland Partnership team to ensure integrated and efficient delivery, and engage with key stakeholder groups e.g. Historic England.

10. Work with the Headwaters Officers and DNPA Comms Team to promote and advocate the project to a range of audiences through different media and ensure the partnership communications team have useful and up to date information to effectively communicate project outputs.
11. Record the output of natural flood management projects into the Historic Environment Record and contribute to project reporting and record keeping.
12. Work safely in remote locations, ensuring all safety procedures and other controls identified by risk assessment are complied with.

This job description outlines the duties required for the time being of the above post to indicate the level of responsibility. It is not a comprehensive or exclusive list, and duties may be varied from time to time which do not change the general character of the job, or the level of responsibility entailed.

August 2026