

PERSON SPECIFICATION

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



Requirements & Criteria	Essential/ Desirable	Method of Assessment
Education/Training/Qualifications		
Degree or equivalent in relevant subject or relevant vocational qualifications and relevant work experience	E	Application Form
Professional qualification and/or membership e.g. CIfA	D	Application Form
Knowledge/Experience		
Significant professional archaeological experience	E	Application Form/ Interview
Experience of archaeological fieldwork surveys and desk-based assessments	E	Application Form/ Interview
Experience advising on mitigation for schemes, whilst finding mutual benefits wherever possible	E	Application Form/ Interview
Experience of working with a range of organisations and stakeholders, e.g. statutory agencies, local authorities, interest groups, farmers and landowners etc.	E	Application Form/ Interview
Experience working in a multi-disciplinary team and collaborating to achieve a shared outcome	E	Application Form/ Interview
Experience of managing procurement and contracts	E	Application Form/ Interview
Experience of communicating archaeological messages to a variety of audiences through a range of media	E	Application Form/ Interview
General awareness of natural flood management	D	Application Form/ Interview
Experience working in the uplands, and ideally Dartmoor's field archaeology	D	Application Form/ Interview
Familiarity with condition assessment and the concept of significance in archaeology	D	Application Form/ Interview
Skills/Abilities		
Excellent oral, written and interpersonal communication skills - ability to develop and sustain positive collaborative relationships	E	Application Form/ Interview
Good observation and analytical archaeological skills	E	Application Form/ Interview
Good negotiation skills and ability to work with a range of people	E	Application Form/ Interview
Excellent organisational skills and the ability to process and present data and information accurately and clearly	E	Application Form/ Interview
Working knowledge of Microsoft Office applications and general ICT skills including databases	E	Application Form/ Interview
Able to work independently as well as part of a team	E	Application Form/ Interview
Able to manage own workload and time	E	Application Form/ Interview

Ability to use GIS programmes and GPS and interpret remotely sensed data	E	Application Form/ Interview
Analysis of LiDAR and CASI data	E	Application Form/ Interview
Report writing and presentation skills	E	Application Form/ Interview
Project Management skills	D	Application Form/Interview
Other Requirements		
A commitment to continuous personal and professional development	E	Application Form/ Interview
Willingness and ability to travel as required within Dartmoor National Park and surrounding area to undertake essential elements of the job	E	Application Form/ Interview
Subject to occupational health approval, is able to meet the physical demands of the post	E	Occupational Health check
Flexibility and willingness to work occasional evenings and weekends	E	Application Form/ Interview

Job Specific Competencies (refer to Competency Framework)

Communication & Interpersonal Skills (Level 2)

- Uses positive communication to give praise and celebrate success
- Presents information in a way that is logical, relevant and meaningful to the recipient(s)/ target audience.
- States own views clearly, concisely and confidently, providing relevant evidence to support their case.
- Uses a range of communication techniques to gain and maintain the attention and interest of others.
- Consciously identifies the best communication channel for their message and to suit the needs and preferences of the intended audience.
- Actively recognises when a message has been misinterpreted and provides clarity.
- Makes information available promptly to those who need it internally or externally.

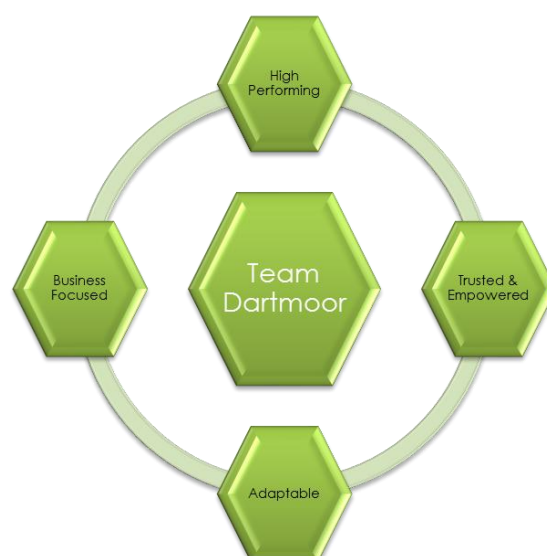
Development of Self and Others (Level 2)

- Develop coaching and mentoring skills in order to support others.
- Completes appraisals and appraisal reviews for direct reports, effectively and on time.
- Completes a full and timely induction for new members of team.
- Positively seeks to develop and improve own management skills and competencies.
- Gives prompt, honest and constructive feedback to others, in an appropriate manner.
- Recognises and responds positively to good performance and behaviours.
- Agrees what is expected of others, and addresses under performance issues when they arise.
- Actively reviews own Personal Development Plan, and addresses any gaps in knowledge and skills without prompting.

Strategic Awareness (Level 2)

- Is clear on the key priorities for DNPA and strives to achieve them.
- Has a clear understanding of the organisational policies and procedures and works within these.
- Understands the role of the Members in relation to the work of DNPA.
- Sets priorities and demanding but achievable objectives for others.
- Supports others to understand standards expected of them and monitors progress against objectives.

▪ Responds to changing priorities; re-prioritising own workload and that of others as required. ▪ Encourages a constructive response to change in others through a positive and collaborative attitude.
Working Effectively (Level 2) ▪ Identifies ways of reducing inefficiencies and increasing effectiveness within own area of work. ▪ Ensures that own work and work of the team consistently meets high standards for quality and customer service. ▪ Communicates well with colleagues to ensure internal processes work efficiently and effectively. ▪ Suggests new ways to use and adapt internal systems and procedures to streamline work for self and others, without sacrificing quality of work. ▪ Adopts the principles of Parke House Project Management to plan ahead and liaise with colleagues when planning and delivering projects. ▪ Manages spending within agreed budget.
Decision Making and Problem Solving (Level 2) ▪ Makes timely and considered decisions based on analysis of available data, information and evidence. ▪ Demonstrates fairness and consistency in actions and decisions that impact on others. ▪ Takes time to review problems, identify and implement solutions. ▪ Demonstrates accountability for decisions taken. ▪ Takes into account the feedback of others in order to make effective decisions.
Continuous Improvement (Level 2) ▪ Constructively challenges the status quo, and seeks better alternatives if needed. ▪ Shows an awareness of best practice and alternative methods of work; evaluates them and adapts them for DNPA use where appropriate. ▪ Ensure that the knowledge and understanding of how changes will be made have been fully communicated and understood. ▪ Acknowledges ideas for improvements and suggestions for change, and provides feedback on why ideas may or may not be adopted. ▪ Supports the actions identified in the Developing Team Dartmoor ODS, in order to continually find ways of improving.



August 2026