

Job Title **Project Manager (or Senior Project Manager)**

Employer CFA Archaeology Ltd
Location: Milton Keynes Offices
Pay £38,561- £48,159 (DOE + benefits)
Hours Full time (permanent) – 37.5 hours per week
BAJR Grade L5/6 – L6 as appropriate
Enquiries Email careers@cfa-arch.co.uk

The Role:

CFA is seeking to appoint a **Project Manager** to join our Milton Keynes team. The right candidate will play an integral part in the management and growth of our branch office, helping develop client and stakeholder relationships whilst guiding and managing teams to the required outcomes and commercial objectives. We are seeking an individual who can take the lead role and ensure effective communication between teams across a variety of project types.

We are looking for a motivated individual with a proven track record in project and people management. You will help to support staff with their development, enabling people to flourish and fulfil their potential to achieve and promote Company objectives and values. To thrive in this role, you will need to love variety, be able to work independently communicate well and be highly organised.

Responsibilities include the following:

- Maintaining and promoting effective working relationships and communication with both colleagues and external stakeholders.
- Apply a thorough knowledge and understanding of archaeological best practice to every area of your work, particularly in relation to British archaeology and the principles and processes relevant to archaeological investigations.
- Management of projects from procurement, tender and project design, through to management, completion, and reporting or publication, adhering to strict timescales and budgets.
- Promote the highest standards of quality and health and safety amongst working practices.
- Assist in the management and development of staff, applying the Company's Appraisal, Training and Performance Management procedures.
- Effective collaboration with colleagues and teams across other UK offices to coordinate project workloads and resources.
- Apply well developed analytical and report writing skills, ensuring primary and interpretative data are presented accurately and appropriately.
- Ensuring that quality management systems are effectively implemented and that documents sent to clients and other stakeholders are checked and signed off at the appropriate level.

Essential Criteria:

- Educated to at least degree-level in relevant discipline.

- Proven project management experience.
- Member of the Chartered Institute for Archaeologists (CIfA) or equivalent experience.
- Publication record and history of post-excavation assessment and client reports.
- Excellent team-working and communication skills.
- High levels of attention to detail, time-management, planning and organisational skills.
- Adherence to inclusivity, diversity and dignity and respect in the workplace.
- A full UK driving licence.

Please note: CFA endorses hybrid working by agreement and follows appropriate Government and Industry guidance on COVID-19 safe systems of work.

Join Our Team

CFA Archaeology grew out of an established unit within Edinburgh University's Department of Archaeology, becoming a separate company in 2000. Over the intervening years, CFA has grown to become one of the leading archaeological practices in the UK, operating out of four thriving offices running up the spine of the country. Although CFA has developed and grown, we have not lost sight of where we came from. We still seek out interesting and exciting archaeology and there is still that small-team ethic of co-operation and a sociable working atmosphere. Many of our staff have grown with us and we have learned to invest in our staff so that they have the training and confidence they need to progress and be rewarded with the opportunities they deserve. You will join a friendly but professionally focused and forward-looking team, who strive to work together, supporting and encouraging each other to rise to all challenges.

Our archaeologists work all over the country, from the highlands and islands of Scotland, through Cumbria, Northumberland, and Yorkshire, and down through the Midlands to the South coast and East Anglia. Our projects range from castles, world heritage sites, battlefields, prehistoric, Romano-British, and Anglo-Saxon settlements to medieval, post-medieval and industrial archaeology and the archaeology of war. We will learn your interests and preferences and always seek to match them with upcoming projects if we can. We can be flexible about which office you are based at and, for report writing and post-excavation, are happy to accommodate home or office working or a mixture of both.

Benefits of working at CFA include:

- Subscription to CIfA paid in full where applicable.
- Paid overnight subsistence and travel time (compliant with all current Govt and industry guidance).
- Weekend accommodation provided where applicable.
- Competitive paid mileage.
- Annual profit distribution scheme.
- Basic 28 days annual leave (including public holidays), rising with continuous service.
- Paid-for 'Time off in Lieu' above threshold.
- Generous maternity, paternity, adoption, shared parental and company sick pay.
- Paid medical, family, and compassionate leave.
- Generous weekend working compensation when required.
- Paid for / supplied fully compliant PPE etc.

- Competitive remuneration (above ClfA recommendation) with annual review.
- Employer contribution to pension scheme up to 6% after qualifying period.
- Performance Reviews, Competencies, Objectives and Development Needs via personal access to HR portal.
- 4x4 off road training, asbestos awareness, confined spaces training, CAT and Genny training and specialist archaeological training.
- Continuous training in all areas of profession, including H&S, Skills & Technical, GDPR, First Aid and Mental Health.
- Employees offered opportunity to develop in all aspects of profession and not be compartmentalised.
- Employee Assistance Programme (EAP) and Occupational Health Support.
- Relocation support where applicable.
- Cycle to work scheme.

Please apply via email to careers@cfa-arch.co.uk quoting reference '**Project Manager PMK23**' in the subject line. Immediate starts are available. Only completed applications containing a cover note and CV will be accepted. Interviews start immediately.

CFA follows all GDPR regulations when handling personal data. All enquiries and applications will be treated in the strictest of confidence.

CFA Archaeology follows a policy of equal opportunities for employment, training, and other conditions of service. All applicants must be eligible to work in the UK without restrictions. Proof of identity and right to work in the UK will be required prior to commencing employment.