



## **OXFORD ARCHAEOLOGY LTD - CHIEF EXECUTIVE OFFICER**

### **Further Information for Applicants**

#### **OXFORD ARCHAEOLOGY BACKGROUND**

Oxford Archaeology (OA) works nationally across the UK with three established offices: main headquarters in Oxford, OA South - employing c 195; an office in Lancaster, OA North – employing c 120; and an office in Cambridge, OA East- employing c 106. OA is now operating successfully in the UK on a turnover of around £20m. Oxford Archaeology is a charity (established in 1973 and incorporated as a company limited by guarantee in 1982), with a remit to advance the subject of archaeology for the public benefit. This objective is mainly delivered through and funded by OA's work in the development sector. The bulk of this activity relates to the normal archaeological contracting elements of environmental assessments, evaluations, excavations, watching briefs and surveys. Our projects have comprised some of the largest and most challenging sites in the UK, covered all periods from the Palaeolithic to the 20th century, and have encompassed many site types, including rural sites, deeply-stratified urban centres, large-scale infrastructure projects, industrial sites, cemeteries both ancient and modern, and extensive landscape surveys. OA also has a reputation of providing strategic advice and guidance and undertaking national surveys and research. Diversification of income streams is seen as an important strategic requirement.

OA has pursued many ventures with partners and established various joint venture partnerships: currently with Cotswold Archaeology.

The management structure of OA comprises a small Executive Team (the CEO, a Chief Financial Officer, Chief Operating Officer and Chief Digital Officer) and a slightly larger Corporate Management (including the three Regional Managers and the Strategy Delivery Officer), supported by branch managers and management teams in Cambridge, Lancaster and Oxford.

Oxford Archaeology has a commitment to diversity and we urge suitably-qualified candidates from all backgrounds to apply.

Further details of OA's work, staff resource and publications are to be found on the OA website: [www.oxfordarchaeology.com](http://www.oxfordarchaeology.com)

Director and Chief Executive:  
Gill Hey BA PhD FSA MIFA

Private Limited Company No: 1618597  
Registered Charity No: 285627

Registered Office: Oxford Archaeology Ltd  
Janus House, Osney Mead, Oxford, OX2 0ES

## **JOB DESCRIPTION**

### **General responsibility**

The CEO is responsible to the Board of Trustees of Oxford Archaeology Ltd, a registered charity, under the terms of its Memorandum and Article of Association, for the leadership and effective operation of the business. This primarily involves formulating and implementing policies as approved by the Board of Trustees and reporting formally to them at regular quarterly meetings.

### **Main duties**

To provide the strategic lead and vision in the development of OA both as a business in a competitive environment and as a charitable organisation involved in archaeological research and education for the public benefit.

To lead, manage, develop and motivate a large team of professionals and technical staff.

To provide financial accountability to the Board of Trustees: the CEO is responsible for securing adequate revenue income (currently c £20 million) to enable sustainability and development in meeting its charitable objectives.

To promote a research-focused culture in the practice of commercial archaeology, ensuring that it contributes to an understanding of the human past.

To encourage innovation and process improvement.

To exercise initiative in seeking new sources of funding, both commercial and charitable.

To establish and develop partnerships and contacts at appropriate levels with relevant organisations in archaeological and related spheres in the best interests of the organisation. This includes the active promotion of outreach projects and other contacts with the general public.

To promote awareness and appreciation of OA's work at all levels, both to the general public and to the archaeological profession.

To ensure the health, safety and welfare of OA employees and to provide a safe environment for all who are connected with OA's work.

### **Essential key characteristics**

- To possess drive, creativity, and excellent leadership skills.
- To have proven experience of managing an organisation or a substantial part of one.
- To possess strong commercial acumen.
- To have excellent communication and influencing skills.
- To excel at team and partnership working.
- To be proficient in working with diverse stakeholders.
- To possess a good knowledge of British archaeology and its current professional practice.
- To have demonstrable experience of business planning and its implementation.

### **Other requirements**

- Full UK Driving licence.
- Academic skills and charitable experience desirable.

## **APPLICATION PROCEDURE**

- Applications will be required in writing with a full CV (comprising qualifications, career history and publications) and an accompanying letter setting out why you are suited to the role and what benefits you can bring to the post.
- Please include the name and addresses of two referees. They should have first hand knowledge of your qualifications and experience and suitability for the appointment.
- Completed applications should be returned by 15th June 2021 and addressed to the Chairman of Trustees, Oxford Archaeology Ltd, Janus House, Osney Mead, Oxford, OX2 0ES and marked 'Private & Confidential'.
- Applicants who appear from the information available to have the most appropriate experience will be invited to attend an interview.
- Interviews will take place in Oxford on the 30th June.
- Any appointment will be subject to satisfactory references.

We hope the successful candidate would start in early to mid September 2021.

## **Further Information**

Website: <https://oxfordarchaeology.com>

## **General Enquiries**

For further enquiries concerning the post, please contact the Chairman of Trustees, Professor Chris Gosden via his PA: Elizabeth Allen: [elizabeth.allen@arch.ox.ac.uk](mailto:elizabeth.allen@arch.ox.ac.uk)

## **SUMMARY OF PRINCIPAL TERMS OF APPOINTMENT AND BENEFITS**

### **Salary**

The salary will be in the range £70-£90k; reviewed annually.

### **Period of Contract**

Permanent following a probationary period of six months.

### **Holidays**

28 days per year, rising to 31 after ten years service, plus standard public holidays.

### **Working Week**

The basic working week is 37.5 hours excluding lunch breaks. There is, however, a requirement to work the hours necessary to fulfil the duties of the post including evenings, weekends and bank holidays.

### **Pension**

OA offers a defined benefits pension scheme with Oxfordshire Local Government Pension Scheme.

### **Notice Period**

Three months.