

JOB DESCRIPTION

OA SOUTH REGIONAL MANAGER

Job Title: Oxford Archaeology South Regional Manager

Line Manager: Chief Executive Officer

Direct Line-management Responsibility: All Senior Managers, Heads of Department and senior administration staff in OA South as appropriate

Function:

To lead Oxford Archaeology South in all commercial and professional practice and to motivate and develop staff. To act as an advocate for OA South internally within the Corporate Management Team and as a representative for OA, and for OA South, externally. To act as budget holder for OA South and to have responsibility for the delivery of the budget, financial plan targets and strategic objectives. To ensure the compliant and efficient running of the branch office in all its aspects.

Duties:

1. To lead the OA South Regional Management Team;
2. To direct OA South towards delivery of OA's strategic aims, and other targets and requirements of the Executive Team and Trustees;
3. To participate in the Corporate Management Team, representing OA South, and to ensure corporate integrity;
4. To take responsibility for the regional financial plan development, and oversee and ensure the delivery of financial processes;
5. To maintain and develop the regional team in line with business and financial plans; and to liaise with the Chief Operating Officer and Strategy Delivery Officer to achieve optimal use of resources across the organisation;
6. To ensure successful tendering, negotiation and application for projects and programmes, and that they generate the desired income to deliver the regional financial plan;

7. To oversee and support the regional management team in maintaining a good regional work programme and the delivery of project outcomes, including completion of fieldwork, reporting and publication programmes, and other dissemination of information as appropriate;
8. To facilitate, encourage and develop good practice within the office and oversee quality assurance processes;
9. To have a good knowledge of Health and Safety and ensure a safe and secure working environment for all staff in the office and on sites; to ensure compliance with all relevant Health and Safety legislation and other legal requirements, including environmental policies, general duty of care and other relevant policies and professional processes; to attend Health and Safety meetings;
10. To oversee the management of regional premises and facilities;
11. To lead and motivate staff within the office; to chair OA South Consultation Boards;
12. To deal with sensitive personnel and disciplinary issues, supported as necessary by the HR Officer;
13. To develop and maintain our regional professional profile;
14. To represent OA and OA South, as appropriate, in dealings with clients and other commercial bodies, and in professional and academic environments;
15. To write quarterly office reports for the Trustees;
16. To contribute to the advancement of knowledge and theory which underpin archaeological practice, enabling others to learn and benefit from your expertise, and exploiting opportunities to broaden the public's understanding of the material remains of past communities.

Knowledge and Skills Required:

- a) Considerable expertise and/or eminence in professional archaeological practice;
- b) Thorough knowledge and understanding of archaeological theory and practice, procedures and processes, and have maintained awareness of current developments;
- c) Thorough knowledge and understanding of current legislation and related policies and strategies for reducing risks in the area of Health, Safety and the Environment;
- d) Experience of Quality and Environmental Management systems;

- e) The ability to lead teams of experienced and/or senior professionals, and to motivate staff at all levels;
- f) Well-developed and effective communication skills, including negotiation skills, specifically with clients, stakeholders, staff, management, and colleagues;
- g) The ability to operate independently, make decisions and solve problems when required and as appropriate, but also to operate as part of a team and be accountable to Senior Management and Trustees;
- h) Extensive experience in preparing, monitoring and controlling financial plans, budgets and schedules, and in implementing and tracking projects and non-project business resources;
- i) Thorough knowledge and understanding of project management procedures, and the ability to undertake project management confidently and competently and use project management tools;
- j) Well developed analytical, report writing and advocacy skills, including the ability to deliver lectures and talks publicly, and convey one's expertise through written material or through demonstration;
- k) Ability to manage the performance and development of teams or individuals, including allocation of duties, monitor and assess performance, and provide feedback, guidance and training appropriately. This includes the ability to deal with poor performance appropriately;
- l) Ability to understand and operate according to the principles and practices related to continuous improvement, equal opportunity, team building, leadership, and motivating staff and how these relate to human resource development and organisational effectiveness;
- m) Ability to understand and adhere to the organisational structure and lines of accountability relevant to this post and to any specific project;
- n) Ability to understand and observe the principles of Continuing Professional Development and how to prepare and maintain a Personal Development Plan.

Other Requirements

- i. Possession of a current driving licence;
- ii. Membership of the ClfA desirable and experience of working externally in a professional capacity an advantage.

The application and interview process

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.

Completed applications should be sent by email to Stacey Farrell (stacey.farrell@oxfordarchaeology.com) by Sunday 1st August with the subject header: 'OA South Regional Manager job application'.

Interviews will take place either on Teams, or at Janus House, Osney Mead, Oxford, in the week commencing 9th August (date TBC). You will be asked to begin with a 10 minute presentation on the particular challenges faced by OA South and why you think you have the relevant skills to tackle them.

Further Information

The OA Strategy 2020-25 can be found at:

<https://files.oxfordarchaeology.com/nextcloud/index.php/s/aY32qNFBbGcb6yN>

Further background information about the charity is available on the Charity Commissions website:

<https://www.gov.uk/government/organisations/charity-commission>