April 2017

Our Ref: Recruitment/Historic Environment Consultant/HK/2017

Dear Applicant

# HISTORIC ENVIRONMENT CONSULTANT

Thank you for your interest in the above post. This letter encloses the following:

* Information about the post
* Application form

If you are interested in applying, please would you send the following:

* Completed application form
* Curriculum vitae

Following review of the applications, a short list of candidates will be contacted for interview.

If you would like to talk more informally, please do not hesitate to contact the office and ask to speak to Helena Kelly (helenakelly@tep.uk.com or 01858 383121).

I look forward to hearing from you. Please submit applications by post, or by email to [recruitment@tep.uk.com](mailto:recruitment@tep.uk.com). The closing date is 5pm 15th May 2017.

Yours sincerely

Helena Kelly

Associate Director

TEP

Historic Environment Consultant

**The Opportunity**

TEP is recruiting a suitably qualified Historic Environment Consultant for its recently established multidisciplinary team in Market Harborough. This is an exciting consultancy opportunity which offers a chance to develop TEP’s archaeology and historic environment services in the Midlands, work on a range of stimulating and challenging projects, and further your own career and expertise in a supportive multidisciplinary practice.

**About TEP**

TEP is an award-winning multi-disciplinary environmental consultancy employing environmental planners, landscape architects and urban designers, landscape managers, ecologists and urban foresters and other professionals working on a wide-ranging portfolio. TEP is run by 3 Directors and employs around 130 professional and technical staff. Our head office is in Warrington, with a further three offices in Market Harborough, Gateshead and South London. We also employ home-based staff in other parts of the country. We are all passionate about creating quality places for the benefit of people, nature and business.

Our client base is very diverse and also includes Forestry Commission, United Utilities, National Grid, many Local Authorities, National Trust, major energy infrastructure firms, house builders, Groundwork Trusts and a number of Community Forests. Our heritage work takes us across the British Isles. Please look at our website [www.tep.uk.com](http://www.tep.uk.com/) to see the breadth of our commissions.

**The Role and Requirements**

This post would appeal to an archaeologist or heritage graduate in the early stages of their career, ideally with some consultancy work experience. The role involves providing advice on archaeology and the historic environment to a wide range of clients involved in energy, residential, commercial and public sectors. Our projects include the assessment of buried archaeology, historic landscapes and built heritage affects. Key responsibilities will be the preparation of desk-based assessments and heritage statements, specifying archaeological mitigation measures, the provision of technical advice to clients and colleagues and providing support to the wider heritage team within TEP. The successful candidate should be a Practitioner (PCIfA) Grade member of the Institute for Archaeologists, or equivalent professional body, or be eligible for that grade of membership.

TEP is an Investors in People Gold Standard employer. The post offers a great opportunity for career progression, with in-house mentoring and support in a professional service area that TEP is keen to promote and expand.

**The Person**

**Successful candidates will be able to demonstrate:**

* Relevant qualification in archaeology, heritage or a related subject, or experience equivalent to this;
* Ability to apply professional standards in a commercial environment;
* Report writing;
* Computer literacy, particularly Microsoft Word and Excel;
* Full driving licence;
* The ability to actions instructions independently and
* The ability to work well within a team.

**Desirable:**

* Experience of specifying and managing archaeological contracts;
* Previous experience of writing historic environment desk-based assessments and heritage statements;
* Experience of using GIS;
* An understanding of Environmental Legislation;
* Skills developed whilst working in a consultancy environment and:
* Experience with liaising directly with clients and other environmental managers;
* Practitioner (PCIfA) or higher Grade member of the Chartered Institute for Archaeologists (CIfA) or equivalent professional body.

**Remuneration**

TEP offer a competitive salary and benefits package, consistent with the CIfA salary scales, including pension scheme and payment of professional subscriptions. Salary will be dependent on experience.

**Equal Opportunities**

TEP is an equal opportunities employer and is positive about disabled people. We will guarantee an interview for all disabled candidates meeting the eligibility criteria.

**To Apply**

We are only able to consider candidates already eligible to work in the UK.

Please send your completed application form and CV to recruitment@tep.uk.com.

**Closing Date**

Closing date for receipt of applications is 5pm, Monday 15th May 2017.

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| **1. Personal Details** |

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| **Name** |  |
| **Address for correspondence**  **(inc postcode)** |  |
| **Telephone Number** |  |
| **Email address** |  |
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| **National Insurance No.** |  |

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| **2. The Post** |

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| **Post applied for:** |  |
| **How did you hear about the post?** |  |
| **In 300 words, tell us about your career to date, your skills and the special attributes you can bring to TEP.** | |
| *You can provide your answer here, or use a separate sheet. Don’t worry if the text spills over into a separate page.* | |

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| **3. Education and Referees – either fill in details below or refer to your CV** (we will verify the authenticity of any qualifications stated on this form) |

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| **College or University attended**  **(State Dates)** | **Degree, diplomas etc. obtained**  **(State grades)** |
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| **Please give details of membership of any professional institutions or societies (and membership number, if known) relevant to the position applied for** |  | |
| **Please provide a name and contact details for two referees who can comment on your professional skills and work experience. One should normally be your present or most recent employer.**  **We will not contact your referees without your permission** | **Referee 1** | **Referee 2** |

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| **4. Present or Last Employment** |

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| **Please provide the name, address & telephone number of Company; and a contact name – we will only contact your employer with your permission** | | | | **Position held** | **Reason for leaving or wishing to leave** | **Current/ Last Salary, pension/benefits package and Annual Leave Allowance** |
| Contact name  Tel:  Email: | | | |  |  |  |
| **Dates employed:** | **From**  **Month/**  **Year** |  | **To**  **Month/**  **Year** |  |  |  |

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| **5. Previous Employment –** if present or last employment was under 3 years please provide employment details to cover this period. If unemployed, please state period of unemployment. |

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| **Name and address of Company** | **Dates employed** | | **Position held** | | **Reason for leaving** |
|  | **From**  **Month/**  **Year** | **To**  **Month/**  **Year** |
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| **6. Other Information** |

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| **Do you hold a full valid UK driving licence, with 8 or fewer penalty points?** | **Yes** |  | **No** |  | **Comment:** |
| **Are you eligible to work in the UK?** | **Yes** |  | **No** |  | **Comment:** |
| **Have you undergone a DBS check\* (Basic Disclosure) in the last 12 months?** | **Yes** |  | **No** |  |  |
| If Yes, please give date: |  | | | | |
| **Have you undergone a screening test for Drugs & Alcohol\* in the last 12 months?** | **Yes** |  | **No** |  |  |
| If Yes, please give date: |  | | | | |

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| **\* Due to client requirements, if successful in your application you will be required to complete a DBS (Basic Disclosure) check and undertake a drugs & alcohol screening test as a condition of employment. If you have this information already, you will need to provide copies of the results to be held in your personnel file.** |

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| **Equal Opportunities –** TEP is an Investor in People. We operate an Equal Opportunities Policy and seek to ensure opportunities for everyone to work safely and maximise their abilities. |

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| **Do you consider yourself to have a disability or long-term health condition?** | **Yes** |  | **No** |  |  |
| **Could we make any special provisions to assist during interview or in your work if successful?** | **Yes** |  | **No** |  | **Details:** |

**I confirm that the information I have provided is true and complete to the best of my knowledge.**

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| **SIGNED:** |  |

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| **NAME:** |  |

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| **DATE:** |  |

Please send the completed form together with a recent copy of your CV marked ‘Private & Confidential – to Mags Chriscoli, TEP, Genesis Centre, Birchwood Science Park, Warrington, Cheshire, WA3 7BH or email a copy of the completed form to [recruitment@tep.uk.com](mailto:recruitment@tep.uk.com)

Please note that we will always acknowledge each application and if an email response hasn’t been received within 3 working days please contact Mags Chriscoli at margaretchriscoli@tep.uk.com.