

Job title	<b>Principal Consultant</b>
Department/Section	Archaeology
About us	<p>Orion Heritage is a dynamic archaeology and heritage consultancy which has been experiencing sustained growth since its inception in 2015. We work nationally and have offices in Brighton, Manchester and Worcester.</p> <p>We are known for providing comprehensive, independent advice to the private sector aimed at resolving the often-conflicting demands of conservation, while achieving profitable and sustainable developments. Orion Heritage has a valued reputation with clients of having business acumen: understanding their world, needs, and financial and business constraints to facilitate commercially viable outcomes, whilst providing excellent heritage advice.</p> <p>Orion Heritage comprises teams of specialist archaeologists and (contrary to many of our competitors) also specialist qualified built heritage experts. This consequent ability to advise in detail on design whilst working as a heritage “one stop shop” is highly valued by our clients. Our archaeologists and built heritage experts work together to provide a full package which is mindful of up-to-date legal precedent and considerations from the outset making us sought after by clients’ legal Counsel in planning hearings and public inquiries, for which we are often appointed.</p>
This Role	This is an excellent opportunity to join a successful, established and growing team with opportunities for career progression.

<p>Main purposes of job</p>	<p>Working as part of the senior archaeology team on existing and future projects in providing professional and commercially minded heritage advice to clients.</p> <p>The senior team bring in a large quantity of work and this role will involve either running or assisting the technical directors on public inquiries, appeals, complex or long running matters with the assistance of a team of junior consultants &amp; researchers.</p> <p>From time to time, where the client may wish to be assured that the managing director is involved with or overseeing the project, you will work as a team.</p> <p>Excellence in technical advice, commercial sense, client care, management of client expectations and financial management/administration skills are key.</p> <p><u>Generation of Work</u></p> <p>One of the main aims of the role is to service the need for an overflow for the large volume of work currently generated. As such it is envisaged that, at first there will be sufficient work to be serviced that will not require further work to be brought in by the consultant themselves. However, maintaining relations with clients and referrers remains imperative as part of Orion's brand of personalised service and customer care and additional work generation will be encouraged with a view to an eventual target set for work generation which will reflect the individual's abilities to generate work for themselves and the team. Networking and marketing opportunities and facilities along with training will be offered.</p>
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## Key tasks

- Drafting WSIs, tender documentation, more complex DBAs, ES chapters, scoping reports, setting assessments, pre-app advice, and other similar documents.
- It is envisaged that standard work such as straight-forward desk-based assessments, research, collection of base-line information and some site visits (e.g. where there are no perceived significant settings issues) would be passed down to junior team members to draft/undertake and the principal would oversee the reporting process and ensure the product is ready for QA by the authorised approvers (currently Technical Directors and above). The Principal would undertake the risk assessment and take responsibility to ensure the junior team members working on the project have read and understood it.
- Designing and managing a range of desk- and field-based investigations/mitigation
- Negotiating effective methodologies and proportionate scopes of desk-based and field-based work with clients and regulatory authorities
- Attendance of meetings with clients and their consultants and assist in giving heritage, design and planning advice on the appropriateness of their proposals.
- Liaison with local authorities, Historic England, CADW, and other statutory bodies, national amenity societies, local groups and individuals to promote schemes on behalf of the company's clients.
- Preparation and giving of evidence to support planning appeals. This may include attendance at meetings with legal counsel and other multidisciplinary members. Overnight stays for long running hearings may be required.
- Finance - preparing fee proposals, setting budgets and maintaining project finance.

- Agreeing scopes of fieldwork, seeking tenders and management of evaluations, excavations, watching briefs, geoarchaeological works, etc.
- Preparation and submission of quotes for new projects and new stages of ongoing projects.
  
- Mentoring junior staff, reviewing their work undertaken as part of senior archaeology team's projects, providing ongoing training.
  
- Networking & marketing. The usual requirement for a Principal is to bring in 50% of their target fee income to the company either undertaken by themselves or others i.e. the developing workload can be passed down to the rest of the team so they can deliver more cost effectively dependant on the nature of the work and the skills and experience required.
- Actively developing opportunities with new and existing clients. Working with the wider team in this regard.

Administration and financial management:

- attention to detail in terms of administration of projects and prompt accuracy (same day) in terms of data input into the case management system (Salesforce) in terms of expenditure, products and ensuring the careful drafting of quotes and text within product lines to ensure clarity for the client and accurate invoicing. In complex high value projects there is scope for error and financial loss if client or Orion quotes/Purchase orders or invoices are incorrect or confusing.
  
- Maintenance of accurate project opportunities data in SF and make any changes as a matter of urgency to ensure the database reflects the correct position at any one time so that the team can function

	<p>efficiently.</p> <ul style="list-style-type: none"> <li>• Ensure all email communications are moved to the relevant project shared email folder on receipt and at the latest the same day. All extraneous emails to be deleted on receipt. Maintenance of an up to date jointly accessible communications file is imperative.</li> <li>• Take responsibility for ensuring the communications outlook folders are archived from time to time e.g. when the contents exceed 300 items and archived promptly when the project is finished.</li> </ul>
<p>Key results/objectives</p>	<ul style="list-style-type: none"> <li>• Working independently and taking responsibility for programmes of work, conducted safely, and producing high quality reports, on time, and to budget (managing the financial aspects). To be commercially aware of the financial aspects of project management to ensure smooth cashflow and recovery of expenses and payment of invoices.</li> <li>• Liaising effectively with managers, clients, external consultants from other disciplines and others as required.</li> <li>• To achieve a minimum target of income into the company at <b>2.5 x salary</b> (required to cover salary and share of overheads).</li> <li>• To invoice a minimum of the monthly target per month</li> <li>• To render invoices within 48 hours of completion of appropriate stages of work and to avoid bulk invoicing at the end of the month.</li> <li>• To provide the board with an accurate estimate of Orion net fees expected to the invoiced that month</li> </ul>

	<p>by 21<sup>st</sup> of the month.</p> <ul style="list-style-type: none"> <li>• To monitor unpaid invoices on projects where the postholder is the lead and to liaise and agree with the managing director about steps to be taken on jointly run projects to avoid duplication.</li> <li>• To ensure Purchase Orders are obtained from clients prior to the commencement of work where possible and to ensure POS authorisation tallies with quotes.</li> <li>• To ensure Purchase orders are issued in advance of work starting on commissioned work where this has been authorised by the Board.</li> </ul>
Responsible for staff/equipment	Equipment: telephone and laptop, site jacket, helmet and appropriate safety footwear. To report to the employer immediately any become damaged or require replacement.
Reporting to	Rob Bourn, Managing Director (Head of Archaeology team) or Rob Smith Director
Salary	Starting salary in the range of £35-£50K full time (depending on experience) Minimum billing Target is 2.5 x salary.
Benefits	<ul style="list-style-type: none"> <li>• Death in Service scheme of 3 x salary on completion of probation period (usually 3 months)</li> <li>• Contributory Statutory Pension Scheme</li> <li>• Discretionary performance related bonus scheme</li> <li>• 25 days holiday plus bank holidays plus office Christmas closing</li> <li>• Flexible working (location/hours of work). Agile working allows staff to tailor hours worked around core hours which may include compressed hours, and our family friendly policies help balance the needs of</li> </ul>

	professional and family life.
Requirements	Full driving licence Full membership of Cifa (MCIFA)* If membership has not already been achieved on appointment such application must be submitted within 1 month of appointment which will be conditional on such application being successful <b>(it is a requirement of our Cifa RO status that Principals are MCIFA)</b>