

Specialist competence matrix – to support applicants who work in international cultural heritage practice

PLEASE NOTE: All applications will be assessed against the main competence matrix (P6 Applicant’s Guide) with the specialist matrix as an advisory document only.

	Knowledge	Autonomy	Coping with Complexity	Perception of Professional Context
Practitioner (PCIfA)	<ul style="list-style-type: none"> • Relevant working knowledge of the archaeology and cultural heritage of the region in which one works. • Ability to assist in archaeological field survey including GPS site mapping and surface artefact collection. • Ability to assist in anthropological/ ethnographic field survey. • Basic knowledge of allied cultural heritage disciplines e.g. terrestrial and marine archaeology, ethnography, anthropology, geology, palaeontology, palaeoclimatology, ethnobotany, intangible heritage, historic landscapes, built heritage, conservation, museums, archives, socioeconomics, tourism. • Ability to keep up to date with developments and to take active steps to maintain competence. 	<ul style="list-style-type: none"> • Limited task autonomy - may be assigned role of assisting in field surveys whilst working under supervision. • Collaboration with others, including local archaeologists, is expected. 	<ul style="list-style-type: none"> • Understands the role of international heritage legislation and guidance. • Understands the role of national heritage legislation and guidance and national heritage protection systems. 	<ul style="list-style-type: none"> • Understands role in team, and limitations of role. • Understands issues of political, economic and security context. • Understands importance of H&S. • Has discipline and conducts self in an appropriate manner in another culture. • Awareness of and respect for own culture and for the cultures and worldviews of others. • Ability to take personal responsibility for managing their well-being. • Demonstrates understanding of the ethical requirements of the Code of conduct and is able to apply to own work. Upholds the values of the Institute to work in the public interest.

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Associate (ACIfA)	<ul style="list-style-type: none"> • High level of working and background knowledge of the archaeology and cultural heritage of the region in which one works including theoretical, ethical and methodological aspects. • Understanding of sampling strategies, ethnographic survey methods and fieldwork design and implementation. • Ability to advise on and deliver training in field survey, excavation techniques and project logistics. • Ability to assist in anthropological/ ethnographic field survey including interviewing. • Familiarity with allied cultural heritage disciplines. • Ability to draft fieldwork reporting. • Ability to keep up to date with developments and to take active steps to maintain competence. 	<ul style="list-style-type: none"> • Working under supervision for overall task. • Able to achieve some tasks using own judgement, with considerable autonomy within delegated tasks. • Supervision or guidance of others, including local archaeologists, may be required. 	<ul style="list-style-type: none"> • Familiarity with specific legal frameworks of international heritage. • Broad knowledge of international heritage policy and guidance, including NGOs, international financial institutions, industry groups and campaigning organisations. • Understands the interplay of roles of the public, traditional leaders, client, contractors, consultants, state and local authorities, and/or archaeological advisers. • Understands the information requirements of other project personnel, e.g. socio-economists, geologists, engineers, hydrologists, ecologists. 	<ul style="list-style-type: none"> • Understands role in team, and limitations of role • Familiarity with issues of political, economic and security context • Understands importance of H&S • Basic competency in intercultural relations, diplomacy and negotiation • Ability to deliver training in cultural heritage awareness • Ability to deliver basic reports orally and in writing to colleagues, to communicate appropriately to non-specialist audiences • Flexibility, resourcefulness, problem-solving ability • Understands the ethical requirements of the Code of conduct and uses them to guide and review own practice and, where applicable, that of others. Can recognise and resolve potential conflicts of interest within an established framework. Upholds and promotes the values of the Institute to work in the public interest.

	Knowledge	Autonomy	Coping with Complexity	Perception of Professional
Member (MCIfA)	<ul style="list-style-type: none"> • Authoritative knowledge and depth of understanding of the archaeology and cultural heritage of the region in which one works. • Ability to tackle complex archaeological problems, design and execute archaeological and ethnographic field investigations including the development and application of innovative, terrain- and context-appropriate techniques. • Ability to prepare research designs, commission heritage fieldwork, plan project logistics, manage expert subcontractors and monitor quality. • Ability to undertake and/or assess primary and secondary research to identify bias, errors and gaps within existing or commissioned fieldwork reporting. • Practical integration of allied 	<ul style="list-style-type: none"> • Substantial autonomy; takes full responsibility for own work. • Responsible for upholding and, where applicable, improving upon standards. • Responsible for training, development and fair treatment of staff and colleagues, equitable collaboration and sharing data. • Responsible for embedding ethical approaches into fieldwork design, project management and reporting. • Significant personal accountability in allocating resources. 	<ul style="list-style-type: none"> • Proficient in ensuring the appropriate application of international heritage legislation, policy and guidance. • Proficient in identifying areas where international and local legislation, policy and guidance conflict or are unclear, and ability to justify and apply 'best practice'. • Ability to undertake formal consultation and negotiation with the public, traditional leaders, client, contractors, consultants, state and local authorities, and/or archaeological advisers. • Anticipates information requirements of other project personnel, collaborating closely to share data and analyses. • Active participation within the CfA Special Interest Group or other organisations to develop 'best practice'. 	<ul style="list-style-type: none"> • Ability to lead and care for teams in challenging conditions. • Ability to advise others and to be advised by locals as appropriate. • Broad knowledge of political, economic and security context, ensuring staff briefings and updates as appropriate. • Understanding of the importance of communication and the use of professional, indemnified interpreters and translators. • Prepare, implement and update H&S risk assessments. • Intercultural competence, diplomacy and negotiation. • Ability to anticipate potential conflicts, identify interest groups and, where possible, work out constructive approaches. • Ability to deliver cultural heritage training and advise on outreach activities for a wide range of audiences.

	<p>cultural heritage disciplines into survey, analysis and reporting.</p> <ul style="list-style-type: none"> • Complex report-writing, interpretation and technical review. • Ability to keep up to date with developments and to take active steps to maintain competence. 			<ul style="list-style-type: none"> • Ability to assess local cultural heritage capacity and, if appropriate, explore needs and engage in support and capacity-building. • Ability to undertake technical reporting, e.g. survey analysis, EIA and ESIA, heritage management plans, independent technical review, gap analysis, sustainability reporting, lenders' technical review, drafting policy and consultation responses. • Ability to acknowledge boundaries of own expertise, to recommend experts where appropriate, and to work independently but within a team. • Demonstrates professional judgement and ethical behaviour across a wide variety of complex situations, supporting and encouraging others to do the same. Can anticipate, recognise, and resolve potential conflicts of interest. Promotes the values of the Institute to work in the public interest with colleagues, clients, and stakeholders.
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