

<p>Knowledge</p> <p>Good working knowledge of key aspects relevant to area of historic environment practice, and competence in its application, in accordance with relevant professional standards.</p>	<p>What you need to demonstrate</p> <ol style="list-style-type: none"> 1) Demonstrate your knowledge and understanding of archaeology and the historic environment relevant to your area of historic environment practice. <ul style="list-style-type: none"> • <i>Give examples which show how you apply that knowledge and understanding in your work and how you keep that knowledge up to date; describe the work that you do/have done and the knowledge and understanding of the historic environment that underpins it.</i> • <i>Use the professional and technical language that you know and use in your role.</i> 2) Demonstrate your understanding of professional standards and the industry processes and procedures relevant to your work and describe how you have applied them. <ul style="list-style-type: none"> • <i>Explain how any examples of your work that you give meet the appropriate CIfA Standards, any relevant specialist codes of practice or standards, and your employer's quality standards.</i>
<p>Autonomy</p> <p>Some responsibility for achieving tasks using own judgement and autonomy, whilst working under general supervision.</p> <p>Collaboration with others is expected.</p>	<p>What you need to demonstrate</p> <ol style="list-style-type: none"> 1) Describe how you take responsibility for your own work. <ul style="list-style-type: none"> • <i>Explain how you ensure that your work meets professional standards and the expectations of your employer. Describe or give an example of how you judge when it's appropriate for you to make a decision and when to consult with others.</i> 2) Demonstrate that you understand your role within the wider team in your organisation (if this is applicable to your role). <ul style="list-style-type: none"> • <i>Explain how the work you do relates to other people in your team. Who looks to you for help and who do you report to?</i> 3) Demonstrate your communication skills and your understanding of the importance of teamwork. <ul style="list-style-type: none"> • <i>Give examples of the skills you need to work with others. Why is good communication important, and what happens if it breaks down? How have you contributed as a team member and/or how have you tried to resolve differences of opinion?</i>

Coping with complexity	What you need to demonstrate
<p>Appreciates complex situations within the role held and able to achieve partial resolution alone. Some activities are complex and non-routine.</p>	<ol style="list-style-type: none"> 1) Demonstrate how you solve problems relating to your work <ul style="list-style-type: none"> • <i>Give examples of effective problem solving you have undertaken. Describe a situation where you had to carry out a particular type of work for the first time, or where you encountered an unexpected discovery, result or scenario.</i> 2) Describe the frameworks or tools you used to identify the issues and achieve a resolution. <ul style="list-style-type: none"> • <i>Give examples to show what steps you took to ensure you were able to proceed. Who did you consult? Were there particular challenges to overcome? How would you recognise that a situation is beyond your skillset and where might you go for help? How did you find out what the best approach might be?</i>
Perception of professional context	What you need to demonstrate
<p>Sees actions as a series of steps and recognises the importance of each role in the team.</p> <p>Demonstrates understanding of the ethical requirements of the Code of conduct and can apply to own work.</p> <p>Upholds the values of the Institute to work in the public interest.</p>	<ol style="list-style-type: none"> 1) Demonstrate that you apply the professional codes underpinning your work and how this guides your practice. <ul style="list-style-type: none"> • <i>Give examples of the organisational codes or good practice documentation you refer to. How do they ensure you work to the appropriate professional standard? How does the ClfA Code of conduct guide your practice?</i> 2) Demonstrate that you are aware of the implications of your work within the wider team, your organisation or the historic environment sector as a whole. <ul style="list-style-type: none"> • <i>Give examples of the key organisations you come into contact with and what they do. Who does your organisation answer to and who are its stakeholders? Who benefits from its work?</i> 3) Demonstrate your contribution to effective public benefit within the context of your role. <ul style="list-style-type: none"> • <i>Give examples of how you have helped other people access information about the historic environment and/or shared your own knowledge and understanding with them. You could also give examples where you have engaged with individuals or communities or contributed to the future management, conservation or interpretation of a heritage asset.</i>