

THE ROLE OF THE PROFESSIONAL ARCHAEOLOGIST

Archaeologists are used to working in multi-disciplinary teams on projects that affect the historic environment. Whether you are putting together an environmental or design team for a development project or a panel of experts for a community heritage or research project there should be a place for an archaeologist on it. The earlier you appoint an archaeologist, the greater chance you have of realising the benefits that professional advice can bring.

The sort of archaeologist you will engage at project level will normally be an archaeological consultant. They may work for a specialist archaeological organisation that offers consulting services or for a larger consultancy organisation that employs archaeological specialists. You might receive initial advice from your archaeologist through a meeting, a design or community workshop, or through a more formal form of written advice.

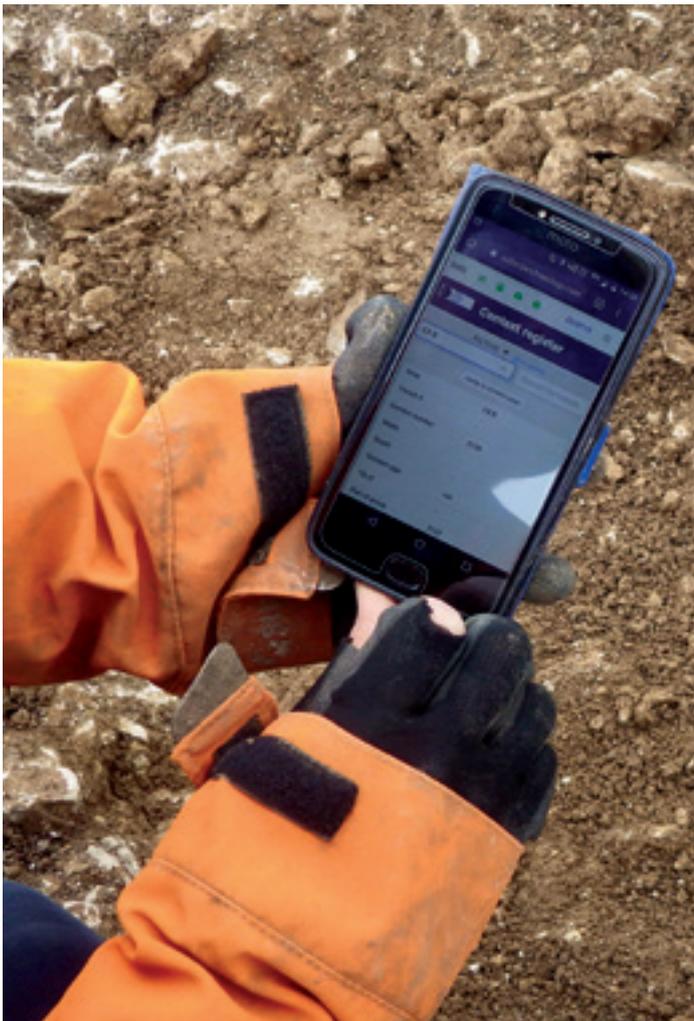
However you engage with an archaeologist, they should be able

- to interpret the requirements of your project
- to liaise with stakeholders, including planning authorities, national agencies and landowners
- to specify how and through what process archaeology will add to your project's success
- to identify specialist areas of archaeological expertise that may be required
- to provide an estimate of the cost of archaeological work on your project
- to carry out archaeological investigations or procure specialists to carry out specific types of investigation in accordance with industry standards
- to liaise with your project team to ensure that archaeological work is fully integrated into the design and delivery of the project
- to ensure that public relations and community benefit from archaeology on the project are maximised

PROJECT TYPES

The sorts of projects you might find an archaeologist working on could be

- local authority development plans
- planning applications for new development
- applications for listed building consent and scheduled monument consent
- minerals planning
- urban design
- landscape design
- infrastructure design
- architectural design
- construction
- environmental impact assessments
- heritage management or conservation plans
- tourism strategies
- research projects for universities, regional or national agencies
- local economic development plans
- transport plans
- planning policy and guidance development
- education strategies
- school projects
- community projects
- PR or media projects
- film and television programme writing
- housing and regeneration
- forensic investigation



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WORKING WITH PROFESSIONALLY ACCREDITED ARCHAEOLOGISTS AND REGISTERED ORGANISATIONS

Individual accreditation

Archaeologists can be professional (accredited) or non-professional (not accredited). An accredited archaeologist, like any professional person, is bound by an ethical code, has demonstrated necessary technical and ethical competence, and is subject to the oversight of their peers. A professional archaeologist can be trusted to carry out work to high professional standards and in the public interest. A professional archaeologist will not sell you services you do not need and will help you to carry out your obligations in a way that is beneficial to you and to others. Using accredited archaeologists assures clients that the work will meet their needs and the needs of the public.

ClfA has three progressive levels of accreditation. ClfA Members (MClfA) are accredited professionals with the highest level of understanding of the sector and its requirements, able to take full responsibility and be accountable for their own work and to deal with complex issues. Individuals can also be accredited as Associates (AClfA) and Practitioners (PClfA). All levels of accreditation demonstrate a commitment to professional practice and recognition of a certain level of knowledge and experience, but archaeological projects should be led by a Member.

Registered Organisations

Registered Organisations are businesses and suppliers of archaeological services that are also accredited by ClfA. The Registered Organisations scheme is a unique quality assurance scheme for the historic environment. It is a badge of commitment to professional ethics, standards, competence and accountability.

Registered Organisations have demonstrated the requisite skills to provide informed and reliable advice, and execute schemes of work appropriate to the circumstances, minimising uncertainty, delay and cost.

Your project needs will determine the type of accredited archaeologist you want. Usually a consultant archaeologist can point you in the right direction, but it is worth knowing that different consultants and specialists are used to working for different clients and on different types of project. All these archaeologists are professional experts in their own field, but virtually none is an expert across the whole field. Be clear on the nature of your project when you approach archaeologists to tender for work or to provide advice.



PROCUREMENT

You may wish to procure your archaeologist through direct appointment, competitive tender, or other means. It is important that you are clear in your invitation to tender how offers for archaeological services will be judged (fee only, quality only, quality and fee, fee and initial project design), bearing in mind that offers based on price alone which do not specify exactly how the work will be delivered could exclude major components and thereby present a risk to your project.

If you need archaeological work to be carried out, ClfA strongly recommends the use of a ClfA Registered Organisation and ideally a ClfA accredited archaeologist. Access to our online Professional Registers can be found here <https://bit.ly/2RJLL7o> and more information on page 20 of this guide.

Check that the archaeologist or organisation you approach has worked

- at the local/regional/national/international level – whichever is appropriate to your project
- on projects that deliver similar archaeological conditions and outcomes to your project
- in a multi-disciplinary design team, if required for your project
- at project level, and can report to a project team in a way that will be understood
- to professional standards across their portfolio
- within project communication and reporting structures that are similar to yours

Check that the archaeologist or organisation you approach

- are professionally accredited by ClfA
- have a safety regime and up-to-date Health and Safety training and certification
- have a track record of publishing results and deposition of archives
- have understood the historic environment in the relevant region(s)
- can provide personnel with appropriate professional accreditation
- have a business infrastructure and insurances appropriate to the type and scale of work

Tell the archaeologist or organisation

- whether you already have a brief for their work, or if developing the brief is part of the commission
- what outcomes you are looking for from archaeology on your project
- what your budget is likely to be
- what the constraints are on archaeological work
- whether there are any risks you foresee

REGULATION AND PROFESSIONAL CONDUCT PROCEDURES

If an accredited archaeologist or Registered Organisation does not meet the standards set, ClfA has a professional conduct process in place. This process and its sanctions underpin ClfA’s primary function of public and consumer protection.

Anyone may raise a professional conduct allegation if they believe that a ClfA-accredited archaeologist or a Registered Organisation has failed to comply with the ClfA *Code of conduct* or regulations of the institute, identifying the relevant principle(s) and rule(s) that they believe to have been breached.

All cases need supporting evidence to proceed. ClfA will not get involved in contractual or professional disputes other than allegations of misconduct, except where parties have agreed to be subject to its arbitration scheme.

You can find further guidance about regulation and professional conduct on our website at <https://bit.ly/35d8RGx>.

