



**DEPARTMENT OF TOURISM, HERITAGE
AND CULTURE**

**Archaeological Project Manager
(Pay Band 5)**

Fredericton

OPEN COMPETITION

The Department of Tourism, Heritage and Culture is seeking an Archaeological Project Manager for the Archaeological Services branch in Fredericton.

As a member of the Archaeological Field Section, the project manager is responsible for overseeing archaeological impact assessments for selected private sector resource development projects and Crown projects.

Reporting to the Director, the successful candidate will be responsible for the following:

- Respond to the Private Sector and Crown requests for archaeological impact assessments to ensure projects comply with the Guidelines and Procedures for conducting professional Archaeological Assessments in New Brunswick and the *Heritage Conservation Act*. This includes the supervision and control of archaeological impact assessments through the planning, design and construction phases, including the development of budgets in consultation with DTI;
- Supervise Archaeological Field Technicians to ensure all archaeological testing is completed to a professional standard within the projected schedule;
- Apply for Archaeological Field Research Permits and write reports for submission to the Regulatory Authority for all archaeological impact assessments conducted;
- Conduct project-based archival and background research associated with archaeological impact assessments;
- Participate in Archaeological Services branch field and research projects as required;
- Participate in First Nations Consultation with respect to archaeological impact assessments;
- Deliver public and professional presentations upon request.

ESSENTIAL QUALIFICATIONS: Applicants must possess a University degree at the Masters level with a specialization in Archaeology, supplemented by a minimum of five (5) years experience in cultural management or fieldwork oriented archaeological research including six (6) months practical experience in New Brunswick archaeology, six (6) months of supervisory experience in fieldwork and one (1) year of research project management experience.

The successful candidate will also have knowledge of New Brunswick and federal legislation/regulations pertaining to environmental impact assessments and non-renewable cultural heritage resources.

An equivalent combination of training and experience may be considered.

If there are no applicants with the above essential qualifications, we may consider applicants with the following qualifications and appoint at a lower classification:

Applicants must possess a University degree at the Masters level with a specialization in Archaeology, supplemented by a minimum of four (4) years experience in cultural management or fieldwork oriented archaeological research including six (6) months practical experience in New Brunswick archaeology, six (6) months of supervisory experience in fieldwork and one (1) year of research project management experience.

Written and spoken competence in English and spoken competence in French is required. Please state your language capability.

Candidates must clearly demonstrate the essential qualifications to be given further consideration. Please ensure that preferred language for assessment is identified on your resume.

ASSET QUALIFICATIONS: Preference may be given to candidates that possess:

- Knowledge of internal government policies and procedures as they relate to archaeological heritage management issues

OPERATIONAL REQUIREMENTS: Travel throughout the province will be required as well as attending evening and weekend meetings.

BEHAVIOURAL COMPETENCIES: The successful candidate will possess the following behavioural competencies: Effective Interactive Communication; Organizational Commitment; Analytical Thinking/Judgment; Integrity and Client Service Orientation.

TECHNICAL COMPETENCIES: The successful candidate will possess the following technical competencies: Specialized Subject Matter Expertise and Knowledge; Project Management; Planning and Organizing Skills and Specialized Knowledge of Relevant Laws, Judicial Process, Procedures and Legal Precedents.

Résumés should be in chronological order specifying education and employment in months and years including part-time and full-time employment.

SALARY:

Pay Band 5 - from \$2,099 to \$2,932 bi-weekly.

Pay Band 4 - from \$1,835 to \$2,565 bi-weekly.

We encourage applicants to apply on-line at <https://www.ere.gnb.ca/competition.aspx?lang=E&t=Y>, by email to **maryse.mcfarlane@snb.ca** or by mail at the following address on or before **August 4, 2017** indicating competition number **THC-17-11**.

Department of Tourism, Heritage and Culture
Human Resource Branch
Marysville Place, P.O. Box 6000
Fredericton, NB E3B 5H1
(506) 453-3115

We thank all those who apply however only those selected for further consideration will be contacted.

As per the *Civil Service Act*, candidates registered with the [Equal Employment Opportunity Program](#) and veterans, who demonstrate they are among the most qualified, shall be given preference at the time of appointment.

We promote a scent-reduced environment.
We are an Equal Opportunity Employer.