**Commercial Manager (Archaeology) Job Description**

* To lead on development and implementation of the marketing strategy for APS.
* To lead on delivery of the relevant aims and objectives of the current business plan.
* To oversee the planning and monitoring of archaeological fieldwork and post-excavation projects to ensure successful completion of projects to timetable, budget and quality targets.
* To oversee budget targets for APS and Staff budgets
* To work closely with the CEO to ensure successful APS operations
* To liaise with the Finance Department on Work in Progress and monthly invoicing. The postholder will be responsible for ensuring work in progress is kept within agreed levels.
* To work with colleagues to plan and co-ordinate resources to meet operational need and promote efficient working.
* To oversee systems and processes for project and staff management within APS.
* To oversee the communication with clients on a regular basis
* To ensure client liaison and client care.
* To represent APS at board meetings on a quarterly basis.
* To contribute the Health and Safety procedures, undertake risk assessments and ensure safe working practices.
* To contribute and manage the development and training of staff, including specialist analysis.
* To work with collaboratively with all colleagues within the Trust to achieve the aims and objectives of Heritage Lincolnshire’s business plan.
* To support volunteers working with the Trust within the office and on project delivery as appropriate (refer to our Volunteer Policy HTL/018)
* To act as a representative for the Trust, promoting the image and reputation of the Trust at all times.
* To undertake other duties and responsibilities of a similar level as may from time to time be required.
* This role will involve use of own vehicle for company business on a regular basis.