

Profiling the Profession 2019-20 organisations

Introduction

Dear Colleague,

Profiling the Profession 2020 is a survey of employment and training in professional archaeology in the United Kingdom. This is the fifth in a series of surveys, which began in 1997-98, and the results of which can be seen at profilingtheprofession.org.uk.

The archaeological sector is now facing two, 'once in a lifetime', events that could alter the sector beyond anything seen before - the Covid-19 pandemic and Brexit. This project will capture the time-sensitive critical data required to understand how these events will impact upon the sector.

The project is being undertaken in a different way from previous versions. It is significantly shorter than previous surveys and will take less time to complete.

This is the **EMPLOYERS** questionnaire.

This questionnaire asks a set of questions about the organisation's areas of activity.

To complete the **INDIVIDUALS** questionnaire, please click on

<https://novisurvey.net/ns/n/PTP2020individuals.aspx>

and please share this link with all of your members of staff.

This project is funded by Historic England, with support from Historic Environment Scotland, FAME and the Chartered Institute for Archaeologists.

Your responses are fully confidential and will not be seen by anyone outside the Landward Research Ltd project team.

If you require further advice or information, please email enquiries@landward.eu.

Please complete the questionnaire by 31st December 2020. Your contribution is enormously valued.

Landward Research Ltd is Registered as a Data Controller with the Information Commissioner's Office and is regulated as a Company Partner of the Market Research Society. All data received will be used only for research purposes. No information that could be used to identify any individual or organisation will be available to any other organisation.

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Organisation

- please enter the name of the organisation that you are providing data for
(to avoid duplicate entries being made)

- please indicate the principal area of your organisation's archaeological activity

If your organisation only works in one of these areas, enter 100 for this area, or if your organisation works in more than one area, enter percentages for each area

	indicate broad %
[CONTRACTOR] development-led field investigation and research (including invasive and non-invasive fieldwork together with post-fieldwork analysis and reporting)	0
[LOCAL HERITAGE MANAGEMENT] provision of historic environment advice and information to local planning authorities and/or management of historic environment records	
[CONSULTANCY] provision of historic environment advice and information to clients or customers	
[NATIONAL HERITAGE AGENCY] provision of historic environment advice and information at a national level, including curation of scheduled monuments, provision of grant support and policy development	
[MUSEUM OR HERITAGE / CULTURAL ATTRACTION] museum, gallery, heritage site, archive or visitor / user services	
[ACADEMIA] academic research, teaching or training	
[PUBLIC ARCHAEOLOGY] public engagement / public archaeology / community archaeology / community engagement	

0

- how many of your members of staff were working on each of the following types of contract or agreement on 1st March 2020, before the effects of the COVID-19 pandemic began to be felt?

here, and in subsequent questions, this refers to your staff working in archaeological / heritage roles and support staff that are directly working with them e.g. administrators, accountants or technicians, if the majority of their work supports staff working in heritage and archaeological roles. Do not include people working in non-archaeological / heritage roles or their support staff

	full-time	part-time
permanent		
fixed term		

- how many of your members of staff were working on each of the following types of contract or agreement one year previously, on 1st March 2019?

	full-time	part-time
permanent		
fixed term		

- how many of your staff, full-time equivalent, were working in each of these countries or regions on 1st March 2020

to calculate full-time equivalency, the standardised figure per member of staff is 1.0, which refers to a full-time worker. 0.5 refers to an employee that works half full-time hours etc.

	FTE
East of England	
East Midlands	
London	
North East England	
North West England	

	FTE
South East England	
South West England	
West Midlands	
Yorkshire and the Humber	
Scotland	
Wales	
Northern Ireland	
Republic of Ireland	
outside the UK and Republic of Ireland	

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About your Staff

- what were the nationalities of your staff members?

	FTE
British nationals (UK subjects)	
nationals of EU states	
nationals of other countries (non-UK, non-EU)	

- of your staff, how many identify as:

	FTE
female	
male	
other gender	

- of your staff, how many identify as:

	FTE
disabled	

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Policies and Procedures

- do you have any of the following policies in place?

check all that apply

- Sexual Harassment Policy
- No Retaliation Policy
- Training on Sexual Harassment for ALL employees
- HR Training for dealing with reports of harassment
- Gender pay gap reporting

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Skills and Development

- considering these areas of archaeological skills, please check any boxes where (in financial year 2019-20) your organisation:

check all that applied

	lost skills	had to buy in skills (hired subcontractors)	invested in skills training	considered there was a skills shortage across the whole sector
fieldwork (intrusive or non-intrusive)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
post-fieldwork analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
artefact or ecofact conservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
providing advice to clients or other service users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
desk-based or environmental assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
data management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

please specify "other" areas where skills were lost, bought-in, trained or where there was a sectoral issue

- how does your organisation encourage individuals staff to engage in their continuing professional development?

please check only one box per row

	yes	no	don't know
financial support to cover costs of training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
paid training time i.e. paid as if they were working, while undertaking training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
access to mentoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
reviewing professional development goals at appraisal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- which of the following do you use, have used or intend to use for staff training and development?

please check only one box per row

	have used, but no longer do	currently use	intend to use
Apprenticeships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NVQ - (Level 3 NVQ Certificate in Archaeological Practice)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
traineeships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skills Passport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
formal organisational training plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dedicated organisational training budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Organisation Financials

[only shown if Organisation = CONTRACTOR or CONSULTANCY]

- what was your annual financial turnover for work in financial year 2019-20?

please enter full numbers of pounds, eg 1250000

£

- what was your annual profit (or surplus) (in £) in financial year 2019-20?

please enter full numbers of pounds, eg 1250000, not decimal fractions of millions etc. if you made a loss in 2019-20, please enter a negative figure.

£

- what percentage of your turnover originated from work in each of these locations?

	location 2019-20
	%
England	
Scotland	
Wales	
Northern Ireland	
Republic of Ireland	
rest of the world	

0

- Market Sectors

please indicate your income in the year ending 31 March 2020 for work in each of the sectors listed. Please enter full numbers of pounds, eg 1250000, not decimal fractions of millions etc.

	income 2019-20
	£
construction	
residential development	
commercial and industrial	
infrastructure	
minerals	
waste	
transport	
energy	
telecommunications	
water supply	
education	
health	
research and public archaeology	
community projects and HLF	
national agencies and university grants	
local authority initiatives	
other research and public archaeology	

	income 2019-20
	£
other services	
heritage conservation	
assistance to LPAs in delivering development control services	
any other services not categorised above	

• what percentage of your income originated from each of these sources?

	source 2019-20
	%
fees and charging for services	
funding agreements with local authorities	
funding from local or national government	
grants from National Heritage Lottery Fund, or other lottery funders, etc.	
grants from other sources i.e. not Lottery or local/national government	
fund-raising and donations	
membership fees	

0

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Market and Business Sentiment

[only shown if Organisation = CONTRACTOR or CONSULTANCY]

- on 1st March 2020, did you believe that market conditions would deteriorate over the next 12 months?

yes no don't know

if you would like to comment on your answer, please do so

- on 1st March 2020, would you have agreed or disagreed with the following statements?

please only check one box per row

	strongly agree	agree	unsure	disagree	strongly disagree
my heritage team will grow within the next 12 months	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
a shortage of heritage staff in LPAs is a major constraint on heritage projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
current national planning policy frameworks weaken the case for heritage work and revenue levels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
current national planning policy frameworks are making it easier to justify heritage work and revenue levels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
the economic climate for development will improve over the next 12 months	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
non-payment of invoices has been a significant problem for my organisation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
late payment of invoices is an increasingly significant problem for my organisation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Health and Safety

[only shown if Organisation = CONTRACTOR or CONSULTANCY]

- how many of the following RIDDOR reportable incidents occurred in your workplace in the last financial year (2019-20)?

	incidents
specified injuries (including fatality)	
injuries resulting in over 7 days absence	
occupational diseases (including carpal tunnel syndrome, tendonitis and occupational dermatitis)	
occupational disease caused by exposure to carcinogens, mutagens & biological agents (including occupational cancers)	
specified dangerous occurrences	

- how many non-RIDDOR reportable accidents were there in your workplace in the last financial year (2019-20)?

	total numbers of:	
	non-reportable accidents	near misses
ergonomic / manual handling		
slip, trip or fall		
contact with or knocking into object		
vehicle accident (travelling on work business, including to or from site)		
other		

further information about any other accidents

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Archive Policy

[only shown if Organisation = MUSEUM OR HERITAGE / CULTURAL ATTRACTION]

- please check which of the following applies to your organisation?

- we do not have an archaeology collection and do not intend to start one
- we have a collection of archaeological objects but have never collected archaeological archives
- we have stopped collecting archaeological archives and have no plans to do so again
- we have stopped collecting archaeological archives but intend to do so again in the future
- we actively collect archives and charge for deposition
- we actively collect archives and do not charge for deposition
- other

- if your museum is still collecting archaeological archives, how long - in years - do you think it will be before your stores are at capacity (based on the current rate of collecting?)

how many years?

- do any of the members of your museum staff with collections care responsibilities (Curators, Collections Managers etc.) have specialist museum archaeological expertise or training?

yes no

further comments

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Completion

Thank you for completing this survey.

- If you have any final comments about employment in archaeology, or would like to explain why you have answered some of the questions that way you have, please tell us here

