

Role Profile and Requirements for Chair of Scotland's Strategic Archaeology Committee

Background

The current chair of Scotland's Strategic Archaeology Committee is due to retire in December 2025. Scotland's Strategic Archaeology Committee is seeking a new chair to lead the committee as it launches the second Scotland's Archaeology Strategy in the Spring of 2026.

Our Vision – To Make Archaeology Matter

We want to live in a Scotland where archaeology is for everyone! A place where the study of the past offers opportunities for us now and in the future to discover, care for, promote and enjoy our rich and diverse heritage, contributing to our wellbeing and knowledge and helping to tell Scotland's stories in their global context.

Our Context

The Scottish Strategic Archaeology Committee (SSAC) was formed in 2013 following a review of the Archaeology function at Historic Scotland.

SSAC represents key bodies and areas of expertise in the Scottish archaeology sector. Its purpose is to guide the development and delivery of *Scotland's Archaeology Strategy (SAS)*.

Our Aims

The aims of the SSAC are to:

1. Help create, promote and deliver Scotland's Archaeology Strategy
2. Offer advice and guidance to Historic Environment Scotland and the wider heritage sector on behalf of Scottish Archaeology
3. Represent key areas of expertise in the Scottish Archaeology Sector

Our Objectives

Key areas to be supported by the SSAC include:

- Development and promotion of Scotland's Archaeology Strategy
- Development of a Delivery Strategy and implementation of regularly updated Operational Plan
- Guide and advise the Lead bodies which are responsible for delivering each of the five Aims.
- Discuss and advise on responses to major issues and opportunities facing the Archaeology Sector in Scotland

Time commitment

The chair role is non salaried and there are no expenses. There are 4 meetings per year and time commitment is around 3 days per month.

The Chair Role

The Chair of Scotland's Strategic Archaeology Committee (SSAC) provides leadership of the Committee, ensuring effective decision making and representing the committees' interests as a whole.

Working with the Committee, they are an ambassador and an advocate for SSAC and the work that it delivers. The Chair facilitates discussions, guides members, ensures decisions are clear, actionable and implemented. The Chair also acts as spokesperson for the committee and maintains communication with stakeholders.

This role relies on building positive relationships of influence amongst the archaeology and heritage community, politicians and wider stakeholder groups.

The Chair must ensure SSAC is:

- diverse, acting collectively and collaboratively
- effective and maintains the highest standards of governance
- Building strong and effective relationships within the committee

Responsibilities

- Leading the Committee
- Facilitating meetings
- Ensure meetings are conducted efficiently and effectively, keeping discussions focused and on track, and encouraging participation from all members
- Setting the agenda - ensuring it includes all necessary items and is well-organised
- Providing direction and support to all members ensuring everyone understand their roles and responsibilities
- Representing and promoting SSAC to external stakeholders and ensure its role and purpose are understood by others
- Acting as a spokesperson
- Liaising with external parties
- Ensuring effective and balanced decision-making
- Ensuring transparency
- Following up on decisions and actions
- Managing conflict
- Maintaining communication
- Managing committee documents.

Chair Criteria

Priority Criteria

1. ability to lead the committee to make strategic decisions in a complex environment
2. ability to set the direction of SSAC for the next 10 years
3. strong knowledge and understanding of the archaeology and heritage sectors of Scotland
4. passion for the heritage of the archaeology and heritage sector of Scotland

Essential Criteria

- the ability to build and manage relationships with multiple stakeholders to deliver effective partnership working
- good understanding of national policies around all aspects of archaeology
- good understanding of the strategic landscape of archaeology on Scotland
- working within dynamic environments
- strong knowledge of good governance
- the ability to communicate effectively with a range of audiences in both writing and in speech.