UCD School of Archaeology

Discovering the Archaeologists of Europe
UCD School of Archaeology,
University College Dublin,
Belfield, Dublin 4, Ireland

IAI Institute of
Archaeologists of
Ireland

Discovering the Archaeologists of Europe (Irl) – Leonardo II / Institute of Archaeologists of Ireland

Dear Sir or Madam,

Discovering the Archaeologists of Europe (Irl), is a professional survey project that intends to collect and disseminate information on archaeologists and archaeological employment across Europe and to provide a baseline to understand and improve the staus of the profession. The **Institute of Field Archaeologists (IFA)** in the U.K. devised this project, which is founded by the **European Commission's Leonardo II programme**, for the **European Association of Archaeologists (EAA)**. The project involves eleven European state partners including the **Institute of Archaeologists of Ireland (IAI)**.

The **UCD School of Archaeology, University College Dublin** has been commissioned by the IAI to undertake the Irish research module for this project which is supported by the generous financial support of the **Heritage Council**, following its initial funding for the surveys undertaken on behalf of IAI to profile the profession and its needs in 2002.

Every organisation that employs or commissions archaeologists in Ireland, across all sectors of the profession, is invited and encouraged, to contribute to this important survey. All the information gathered (which will be anonymous and analysed in code) will provide statistical information that will be made available, as in 2002, to employers, archaeologists, professional associations, training providers and decision makers. It will be used to develop specific strategies and policies to encourage the development of a more dynamic and competitive professional position in Europe's 'knowledge' economy that will deliver sustainable growth and a socially secure professional profile. It will allow all sectors to establish their position in the market and to identify the services and skills that their particular sector requires. The final multinational report by the project partners will also be made available to a wide audience. Together these reports will promote improved professional and training strategies and encourage transnational mobility through professional standards and the removal of barriers.

The project has a series of objectives at a national and European level:
- to promote the transparency of qualifications and transnational mobility
- to identify barriers to entry to the profession and career progression difficulties
- to identify labour market information and trends, including training investment and recruitment
- to establish the number of archaeologists working in each state and the nature of their professional activity
- to identify training needs and skills shortages
- to provide archaeological employers with information to aid business planning and improve organisational performance

You are kindly requested to complete the enclosed questionnaire which will be used to retrieve this data. The questionnaire is composed of **three** parts.
- Part 1 asks **organisations** to characterize themselves by the principal services they provide and asks general questions on the structure and policies of the organisations.
- Part 2 asks about **each archaeological post**, and is designed to investigate which categories of people are working in particular posts, offering the opportunity to demonstrate the breath of service provided for, and by, the organisation.
- Part 3 is for **educational organisations only** to provide information on the number of people receiving training annually.

Please complete the questionnaire as a census of staff as of 1st of July 2007. The deadline for the return of the completed paper questionnaire is 28th of July 2007, but we will still be able to receive electronic versions until 10th of August 2007. It is accepted that completing the questionnaire will require time and effort. We apologise for requesting such complex information, but it is neede to build an up to date and comprehensive picture of the profession in Ireland. If you require further assistance in completing the questionnaire, please do not hesitate to contact **Discovering the Archaeologists of Europe (Irl)**, UCD School of Archaeology, University College Dublin (discovering.archaeologists@ucd.ie).

Some of the information sought may be considered to be commercially sensitive. Once received, responses will be coded and will therefore remain anonymous. The full archive of information received, and the database used, will be held by UCD School of Archaeology. The confidentiality of respondents and the anonymity of the data is assured by UCD on behalf of the IAI.
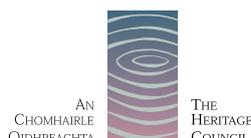
With many thanks on advance,

Yours faithfully,

Margaret Gowen
Partner Project Coordinator &
Acting Chairperson, Institute of Archaeologists of Ireland

Professor Gabriel Cooney
Project Coordinator
UCD School of Archaeology

Discovering the Archaeologists of Europe—Ireland: Profiling the Profession 2007

this questionnaire is designed to obtain information relating to people working in archaeology at present. please complete the questionnaire using information that applied to your organisation on Monday 1st of July 2007

part one: the organisation

which jurisdiction is **your organisation** primarily based in?	Republic of Ireland		Northern Ireland	

has your organisation also completed the **Institute of Field Archaeologists** 2007 survey?	yes		no	

1 organisational structure and role

		principal role			
please tick one box that best describes your organisation's structural basis and principal role	**structural basis**	field investigation and research services	historic environment advice and information services	museum and visitor /user services	educational and academic research services
	national government				
	local government				
	university				
	commercial organisation				
	other				

2 geographical location

please tick one box to indicate where the organisation that you are providing data for is based	1. Carlow		17. Meath	
	2. Cavan		18. Monaghan	
	3. Clare		19. Offaly	
	4. Cork		20. Roscommon	
	5. Donegal		21. Sligo	
	6. Dublin		22. Tipperary	
	7. Galway		23. Waterford	
	8. Kerry		24. Westmeath	
	9. Kildare		25. Wexford	
	10. Kilkenny		26. Wicklow	
	11. Laois		1. Antrim	
	12. Leitrim		2. Armagh	
	13. Limerick		3. Down	
	14. Longford		4. Fermanagh	
	15. Louth		5. Londonderry	
	16. Mayo		6. Tyrone	
Other [please specify including whether EU or non-EU]			EU/non-EU	

3 number of staff

please indicate how many members of staff, **permanent** and **fixed term** are working for your organisation at present **please ensure that all staff, including those on short-term or temporary contracts, are included**		**permanent staff**	**fixed term staff**
	archaeological staff		
	non-archaeological support staff		
	total staff		

have these numbers varied in the course of the past year? If so, please indicate the maximum and minimum numbers of staff, permanent and fixed term, that your organisation has had at any given time in the course of the past year		**permanent staff**		**fixed term staff**	
		Min	Max	Min	Max
	archaeological staff				
	non-archaeological support staff				
	total staff				

4 employee rights / benefits

	yes	no	don't know
do employees receive 20 or more days paid holiday leave per annum?			
do **permanent employees** receive paid sickness leave over and above Statutory Sick Pay?			
do **fixed term employees** receive paid sickness leave?			
do **permanent employees** have access to a pension scheme?			
do **fixed term employees** receive support for *Personal Retirement Savings Accounts* (PRSA) or other pension support?			
do employees receive paid maternity leave over and above Statutory Maternity Pay?			
do employees receive the opportunity to take unpaid maternity leave?			
do employees receive paid paternity leave?			
do employees receive the opportunity to take unpaid paternity leave?			
are employees provided with the opportunity to job share or use other flexible working arrangements?			
are employees provided with subsidised accommodation or subsistence allowance?			
please give details of any other employee benefits which the organisation provides [e.g. reimbursement of IAI/IFA subscriptions]			

5 salary scales

are salaries within the organisation tied to any scale system?		yes	no	don't know
if **yes,** then please indicate the type of scale system in use	civil service			
	local authority			
	university			
	locally defined or own scale			
	other [please specify]			

6 trades unions

are there any recognised trades unions in the organisation's workplace?		yes	no	don't know
if **yes,** which unions are these? [tick all that apply]	SIPTU		Amicus	
	IMPACT		AUT [Association of University Teachers]	
	Civil and Public Service Union		Prospect	
	IFUT [Irish Federation of University Teachers]		Unison	
	other [please specify]			

7 past and future staff numbers

	how did the numbers employed by the organisation **one year ago [2006]** compare with the present? [circle **more** if there were more employees one year ago *etc.*]					
please indicate how the numbers of members of staff [in terms of Full-time Equivalents] have changed over the last few years and how you anticipate staff numbers to change in the near future	**permanent staff**	more	the same	fewer	none	don't know	not trading
	fixed term staff	more	the same	fewer	none	don't know	not trading
	how did the numbers employed by the organisation **three years ago [2004]** compare with the present?					
	permanent staff	more	the same	fewer	none	don't know	not trading
	fixed term staff	more	the same	fewer	none	don't know	not trading
	how did the numbers employed by the organisation **five years ago [2002]** compare with the present?					
	permanent staff	more	the same	fewer	none	don't know	not trading
	fixed term staff	more	the same	fewer	none	don't know	not trading
please ensure that all staff, including those on short-term or temporary contracts, are included	how do you anticipate the numbers employed by the organisation **one year in the future [2008]** to compare with the present? [circle **more** if you anticipate there being more employees in one year's time etc.]					
	permanent staff	more	the same	fewer	none	don't know	
	fixed term staff	more	the same	fewer	none	don't know	
	how do you anticipate the numbers employed by the organisation **three years in the future [2010]** to compare with the present?					
	permanent staff	more	the same	fewer	none	don't know	

	fixed term staff	more	the same	fewer	none	don't know	

8 Quality standards

		yes	no	don't know
do you employ a quality system [for example ISO 9000]				

if you answered **yes** to the previous question then please tick all the quality systems that you apply	ISO 9000		ISO 9000	
	Excellence Through People		Investors in People	
	EFQM		EFQM [European Foundation for Quality Management]	
			BEM [Business Excellence Model]	
	Northern Ireland Museums Council		Charter Mark	
	Museum Standards and Accreditation Scheme		Museum Registration	
	IAI Corporate Member		IFA Registered Archaeological Organisation	
	other [please specify]			

if your organisation has not committed to a quality assurance scheme which of the following is the main reason?	too much paper work		no LSC / LEC funding [UK only]	
	time not available		other [please add]	
	benefits not clear			
	seemed irrelevant			

relating to Investors in people [IiP] is your organisation [tick one box only] **UK respondents only**	recognised IiP		considered and rejected	
	committed to IiP		not considered	
	considered not yet working towards it		don't know	

relating to IAI registration is your organisation [tick one box only]	registered archaeological organisation		working towards registration	
	considered not yet working towards it		considered and rejected	
	not considered		don't know	

if you have not committed to IAI registration which of the following is the main reason?	too much paper work		part of a larger organisation that will not commit	
	time not available		other [please add]	
	benefits not clear			
	seemed irrelevant			

9 staff training and development

	yes	no	don't know
do you identify training needs for individuals and the organisation as a whole?			
do you provide training or other development opportunities for **permanent employees**?			
do you provide training or other development opportunities for **fixed term staff**?			

if **yes** to either of the two questions above, how do you develop your staff? – tick all that apply	**permanent staff**	**fixed term staff**	
formal off-job training [e.g. outside training courses]			
formal in-job training [e.g. in-house training course]			
informal off-job training [e.g. supported individual research and learning]			
informal in-job training [e.g. mentoring]			

	yes	no	don't know
does your organisation have a formal training plan?			
does your organisation have a training budget?			
is your training budget under your organisation's direct control?			
do you record how much time employees spend training?			
do you formally evaluate the impact of training on individuals?			
do you formally evaluate the impact of training on the organisation?			
does your organisation operate a performance appraisal scheme?			
does your organisation encourage individuals to engage in continuing professional development?			

10 training supply and demand

do you employ new entrants to the profession?	yes	no	don't know	
if so, how much training do you have to give new entrants? [on average]	very little	little	considerable	very considerable
how well equipped with skills are new entrants to the profession?	very poorly	poorly	well	very well
how well do currently available courses match the requirements of the profession?	very poorly	poorly	well	very well

11 skills gaps

has your organisation brought in outside specialists or consultants in the last year for specific non-archaeological purposes? If so, please indicate in which areas they contributed to the work of your organisation.	leadership		project management	
	information technology		business skills	
	people management		languages	
	education / training		customer care	
	marketing / sales		advocacy / influencing others	
	other [please specify]			

has your organisation brought in outside specialists or consultants in the last year for technical, archaeological purposes? if so, please indicate in which areas they contributed to the work of your organisation	conducting [direct] intrusive investigations [evaluation, excavation]		contributing to intrusive investigations [evaluation, excavation]	
	conducting [direct] non-intrusive field investigations [geophysical survey]		contributing to non-intrusive field investigations [geophysical survey]	
	conducting [direct] other non-intrusive field investigations		contributing to other non-intrusive field investigations	
	archaeological landscape characterisation		desk-based research	
	conservation of artefacts or ecofacts		artefact or ecofact research	
	other [please specify]			

what non-archaeologically specific skills area priority for training your organisation's staff over the next two years? [please select up to three]	leadership		project management	
	information technology		business skills	
	people management		languages	
	education / training		customer care	
	marketing / sales		advocacy / influencing others	
	other [please specify]			

what technical, archaeological skills are a priority for training your organisation's staff over the next two years? [please select up to three]	conducting [direct] intrusive investigations [evaluation, excavation]		contributing to intrusive investigations [evaluation, excavation]	
	conducting [direct] non-intrusive field investigations [geophysical survey]		contributing to non-intrusive field investigations [geophysical survey]	
	conducting [direct] other non-intrusive field investigations		contributing to other non-intrusive field investigations	
	archaeological landscape characterisation		desk-based research	
	conservation of artefacts or ecofacts		artefact or ecofact research	
	other [please specify]			

12 Qualifications and professional bodies

	yes	no	don't know
does your organisation recognise/reward academic and professional **qualifications** from outside your country?			
does your organisation recognise/reward membership of **professional bodies** from outside your country?			

13 CPD and vocational qualifications

are you aware of any **vocational** qualifications in archaeological practice?	yes	no	don't know	
how much support would you give staff to work towards such qualifications?	very little	little	considerable	very considerable

are you aware of any Continuing Professional Development (**CPD**) qualifications in archaeological practice?	yes	no	don't know	
how much support would you give staff to work towards such qualifications?	very little	little	considerable	very considerable

14 further comments

if you have any further comments about any aspect of archaeological employment in Ireland or the UK, please make them here [Please include comment on other categories of employees or sub-contractors not covered by the above sections]	

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please complete this sheet for each post title within the organisation, for both archaeological staff and any dedicated support staff that work with the archaeologists. note that while each entry relates to a particular post, this may well relate to a number of individuals

please copy this sheet as many times as required, creating a new file for each post title

part two: post profiles

which jurisdiction are these **employees** primarily based in?	Republic of Ireland		Northern Ireland	

which **currency** has been used in this questionnaire?	Euro		Sterling	

post title	
number of **permanent employees** in this post	
number of **fixed term employees** in this post	

please indicate the **principal role** of the individuals working in this post [tick one box only]	archaeologist: field investigation and research services	
	archaeologist: historic environment advice and information services	
	archaeologist: museum and visitor / user services	
	archaeologist: educational and academic research services	
	support staff	

number of and gender individuals working in this post by age and gender	**permanent staff**	female	male	**fixed term staff**	female	male
	aged under 20			aged under 20		
	aged 20 – 29			aged 20 – 29		
	aged 30 – 39			aged 30 – 39		
	aged 40 – 49			aged 40 – 49		
	aged 50 - 59			aged 50 - 59		
	aged 60 and over			aged 60 and over		

gross salary	minimum		does this include any weighting allowance?	yes		how much?	minimum	
	maximum			no			maximum	
	average						average	

does your organisation operate a performance-related pay scheme?	yes	
	no	
	don't know	

working hours per week [please complete in terms of numbers of individuals]	**permanent staff**	
	part-time [<30h pw]	
	full-time [≥30h pw]	

	fixed term staff	
	part-time [<30h pw]	
	full-time [≥30h pw]	

length of contract for **permanent staff** [please complete in terms of numbers of individuals]	**permanent staff**	
	part-time [<30h pw]	
	full-time [≥30h pw]	

	fixed term staff	
	part-time [<30h pw]	
	full-time [≥30h pw]	

length of employment to date – **permanent staff** [please complete in terms of numbers of individuals]	up to 3 months	
	3 – 6 months	
	6 – 12 months	
	12 – 24 months	
	> 24 months	

length of employment to date – **fixed term staff** [please complete in terms of numbers of individuals]	Up to 3 months	
	3 – 6 months	
	6 – 12 months	
	12 – 24 months	
	> 24 months	

| how many of the paid posts are funded by establishment income or by project grants/contracts? [please complete in terms of numbers of individuals] | establishment | |
| | project | |

| does the organisation contribute to the pension of individuals working in this post? [please complete in terms of numbers of individuals] | establishment | |
| | project | |

in the last year, have there been vacancies for this post that have been difficult to fill? [post advertised for over six months]	yes	
	no	
	don't know	

| What does your organisation consider to be the minimum level of qualification for this position? [graduate, postgraduate etc.] | permanent staff | fixed term staff |
| | | |

how many of the people working in this post have each of the following **qualifications**? [for those with multiple qualifications count only their highest]	Junior Cert , Leaving Certificate (LC/LCA/LCVP) FETAC, BTEC. A level, Highers, GNVQ, GSVQ, GCSE, S-Grade .	permanent staff		fixed term staff	
	first degree or HND	permanent staff		fixed term staff	
	postgraduate [masters, diploma, etc.]	permanent staff		fixed term staff	
	doctorate	permanent staff		fixed term staff	
	post-doctoral	permanent staff		fixed term staff	

	yes	no	don't know
does your organisation value **CPD** training when employing new staff for this position?			
does your organisation support employees in this post in undertaking **CPD** training [e.g. pay fees or work release]?			
does your organisation recognise **CPD** training as contributing to promotions and salaries of employees in this position?			

how many non-National people working in this post are from an **EU member state**?	EU Nationals	permanent staff		fixed term staff	
	non-EU National	permanent staff		fixed term staff	

what are the **ethnic origins** of the people working in this post [please complete in terms of numbers of individuals]	black african	permanent staff		fixed term staff	
	black caribbean	permanent staff		fixed term staff	
	east asian	permanent staff		fixed term staff	
	south asian [Indian subcontinent]	permanent staff		fixed term staff	
	white	permanent staff		fixed term staff	
	other	permanent staff		fixed term staff	

how many of the people working in this post are **disabled**, as defined in the *Employment Equality Act 1998* (ROI) or the *Disability Discrimination Act 1995* (UK)	permanent staff		fixed term staff	

Ireland
Employment Equality Act 1998 (ROI) "disability" means—
(a) the total or partial absence of a person's bodily or mental functions, including the absence of a part of a person's body,
(b) the presence in the body of organisms causing, or likely to cause, chronic disease or illness,
(c) the malfunction, malformation or disfigurement of a part of a person's body,
(d) a condition or malfunction which results in a person learning differently from a person without the condition or malfunction, or
(e) a condition, illness or disease which affects a person's thought processes, perception of reality, emotions or judgement or which results in disturbed behaviour

UK
Disability Discrimination Act 1995
a person has a disability for the purposes of this Act if he has a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities.

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This part has to be compiled only by educational organisations and third level institutions

part three: third level institutions only

please indicate how the number of **undergraduate students** have changed over the last few years and how you anticipate these numbers to change in the near future	how many Archaeology undergraduate students qualified from your institution **three years ago**?	
	how many Archaeology undergraduate students qualified from your institution **one year ago**?	
	how many Archaeology undergraduate students qualified from your institution **this year**?	
	how many Archaeology undergraduate students do you anticipate will qualify from your institution **next year**?	
	how many Archaeology undergraduate students do you anticipate will qualify from your institution **in three years**?	
	how many Archaeology undergraduate students do you anticipate will qualify from your institution **in five years**?	

please indicate how the number of graduate **Masters students** have changed over the last few years and how you anticipate these numbers to change in the near future	how many Archaeology Masters students qualified from your institution **three years ago**?	
	how many Archaeology Masters students qualified from your institution **one year ago**?	
	how many Archaeology Masters students qualified from your institution **this year** ?	
	how many Archaeology Masters students do you anticipate will qualify from your institution **next year**?	
	how many Archaeology Masters students do you anticipate will qualify from your institution **in three years**?	
	how many Archaeology Masters students do you anticipate will qualify from your institution **in five years**?	

please indicate how the number of **PhD students** have changed over the last few years and how you anticipate these numbers to change in the near future	how many Archaeology PhD students qualified from your institution **three years ago**?	
	how many Archaeology PhD students qualified from your institution **one year ago**?	
	how many Archaeology PhD students qualified from your institution **this year**?	
	how many Archaeology PhD students do you anticipate will qualify from your institution **next year**?	
	how many Archaeology PhD students do you anticipate will qualify from your institution **in three years**?	
	how many Archaeology PhD students do you anticipate will qualify from your institution **in five years**?	

please indicate how the number of **Post-doctoral students** have changed over the last few years and how you anticipate these numbers to change in the near future	how many Archaeology post-doctoral students qualified from your institution **three year ago**?	
	how many Archaeology post-doctoral students qualified from your institution **one year ago**?	
	how many Archaeology post-doctoral students qualified from your institution **this year**?	
	how many Archaeology post-doctoral students do you anticipate will qualify from your institution **next year**?	
	how many Archaeology post-doctoral students do you anticipate will qualify from your institution **in three years**?	
	how many Archaeology post-doctoral students do you anticipate will qualify from your institution **in five years**?	