



**Archaeological
Research Services Ltd**

JOB DESCRIPTION

Post Holder	TBC
Job Title	Archaeological Officer
Duration	Permanent (subject to our standard 6 months probation)
Grade	7
Annual Salary	£19,000
Location	Tyneside office and elsewhere on sites as required
Accountable to	Project Manager
Job Summary	To carry out a wide variety of project-related work and assist in undertaking and completing fieldwork and recording, and to undertake as required sample taking and processing, survey work and finds processing. Undertake illustrations, archives <i>etc.</i> and to assist with administrative, clerical and general office duties that may arise as required.
Responsibilities/Main Duties	Undertake and help deliver project work Watching briefs, evaluation trenching, excavation work, fieldwalking and related work. Sieving, sampling, metal detecting.

Recording, including context sheets, photography, drawings, survey and so forth.

Undertake and assist with post-excavation work, archiving and preparation of reports.

Produce illustrative material and become competent in use of CAD and GIS as well as producing basic reports on watching briefs *etc.*

Drive company vehicles and keep them tidy and roadworthy at all times. Notify the business administrator of any faults *etc* so that they can be rectified.

Any other duties that may be allocated from time to time.

Safety

To abide by the safety rules as set out in the Health and Safety Handbook.

Hours of Duty

37.5 hours per week (excluding breaks and travel time).

Annual Leave (pro rata)

All statutory bank holidays (8) plus 20.

Conditions of Service

See the Staff Handbook.

Period of Notice

First month = nil.
After 1 month & within probation period = 1 week
After completion of probation period = 1 month

Confidentiality

It should be noted that some of the information that the post-holder will access will be of a confidential nature both to ARS Ltd and other ARS Ltd employees and clients, and such information must not be communicated to other persons except where required for authorised purposes and with prior permission.

Note

This job description does not form part of the contract of employment.

This job description will be reviewed on a regular basis.