



**Archaeological
Research Services Ltd**

JOB DESCRIPTION

Post Holder	TBC
Job Title	Aerial Photograph Interpreter (Assistant Projects Officer Level)
Duration	Permanent
Grade	9
Annual Salary	£23,000
Location	York and other locations as required.
Accountable to	General Manager
Job Summary	To carry out AP interpretation work, assist in initiating and delivering projects and a wide variety of project-related work and assist, when required, in completing reports, archives <i>etc.</i> and to undertake administrative, clerical and general office duties. Produce publications on your work. Train any new ARS Ltd members of the AP mapping team.
Responsibilities/Main Duties	<p>Undertake and organise projects, including liaising with Historic England and local authorities.</p> <p>Mapping archaeological features from aerial photographs and other forms of remote sensing data (e.g. lidar, Google Earth <i>etc.</i>)</p> <p>Produce the project archive and summary report.</p>

Produce formal publication of the project work if required.

Supervise, manage and train other members of staff as required.

Illustrative, CAD, web and other IT work.

Give presentations to professional and public audiences as required.

Help generate work and liaise with clients and county archaeological officers.

Take part in training programmes and staff development initiatives.

Drive the company vehicle when required.

Keep the company vehicle tidy and roadworthy at all times. Notify the business administrator of any faults *etc* so that they can be rectified.

Safety

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

Hours of Duty

37.5 working hours per week.

Annual Leave

All statutory bank holidays (8) plus 20

Conditions of Service

See the Staff Handbook.

Period of Notice

8 weeks.

Confidentiality

It should be noted that some of the information that the post-holder will access will be of a confidential nature both to Historic England 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.

Note

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

This job description will be reviewed on a regular basis.