



**Archaeological
Research Services Ltd**

JOB DESCRIPTION

Post Holder	TBC
Job Title	Projects Officer
Duration	Permanent
Grade	9
Annual Salary	£23,000 – £25,000
Location	TBC and elsewhere on sites as required
Accountable to	Senior Projects Manager
Job Summary	Perform Project Officer role on a variety of projects including fieldwork, post-ex, reports, archives <i>etc.</i> as required and to undertake supervision and administrative duties and other duties that may arise as required. Driving. Illustration and creative work such as CAD, GIS. Carry out a wide variety of project work including running and delivering field projects, WSIs, supervising of field staff and undertaking post-excavation work. Undertake discussions with wide range of clients and stakeholders. Produce accurate, well written reports as appropriate.
Responsibilities/Main Duties	Undertake, manage and organise project designs, project staff, fieldwork, post-excavation work, archiving and preparation of publications, project designs and WSIs. Survey, illustrative and GIS work. Liaise with clients, county archaeological officers and other curators as appropriate. Produce WSIs, Schemes of Work <i>etc.</i> Take active role in networking on behalf of the company.

Attend meetings as required, incl. meetings with all project stakeholders.

Take part in training programmes and staff development initiatives.

Further the company's mission, core values and culture.

Drive company vehicles when required.

Keep company vehicles tidy and roadworthy at all times. Notify Business Administrator of any faults *etc* so that they can be rectified.

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

Undertake occasional out of hours work on behalf of the company such as attending meetings, conferences, giving talks or making essential phone calls or communicating important information to other ARS Ltd staff.

Safety

To abide by all statutory safety regulations and company policies as set out in the Health and Safety Handbook. Report all accidents and near misses.

Hours of Duty

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

Annual Leave

All statutory bank holidays (8 days) plus 20 days holiday per year.

Conditions of Service

See the Staff Handbook.

Period of Notice

Four weeks if less than one year and 12 weeks beyond one year.

Confidentiality

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