



## **JOB DESCRIPTION**

<b>Job Title</b>	Archaeobotanist and Archaeologist
<b>Duration</b>	Permanent Contract with 3 month probation
<b>Grade</b>	10
<b>Annual Salary</b>	£23,000
<b>Benefits</b>	Health cash plan Life Assurance Company contribution to pension scheme
<b>Location</b>	Bakewell or Sheffield and other locations as required.
<b>Accountable to</b>	Ben Johnson and then Jim Brightman
<b>Job Summary</b>	<p>To carry out a wide variety of project-related work and assist in completing archaeobotanical and charred wood identifications, assessments and analyses. You will also be required to produce written methodologies and full reports as well as assist in environmental sampling, coring and geoarchaeological work. As such work is intermittent you will also be required to assist with general archaeological work including fieldwork, reports, archives <i>etc</i> and to undertake management, administrative, clerical and general office duties and to undertake other duties that may arise as required. You will be required to undertake presentations of work to varied audiences and to prepare</p>

reports for publication as required. Driving and working in different parts of the country will be required from time to time.

**Responsibilities/Main Duties**

Attend meetings and accompany senior staff to meetings as required. Meetings with developers, academics and the public.

Undertake, manage and organise project designs, fieldwork, post-excavation work, archiving and preparation of publications.

Supervise and manage other junior members of staff as required.

Undertake archaeobotanical assessments and analyses as required, including charred wood analysis.

Illustrative and other IT work.

Give presentations to professional and public audiences as required.

To help generate work and liaise with clients, local authority archaeological officers and EH Regional Science Advisors.

Take part in training programmes and staff development initiatives.

Drive company vehicles 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.

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

**Safety**

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

**Hours of Duty**

37.5 hours per week.

<b>Annual Leave</b>	All statutory bank holidays plus 20 days holiday per year.
<b>Conditions of Service</b>	See the Staff Handbook.
<b>Period of Notice</b>	Four weeks if less than two years and eight weeks beyond two years.
<b>Confidentiality</b>	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.
<b>Note</b>	<p>This job description does not form part of the contract of employment.</p> <p>This job description will be reviewed on a regular basis.</p>