



Archaeological Research
Services Ltd

PERSON SPECIFICATION

POST TITLE: Projects Officer & Palaeoenvironmental Manager

	ESSENTIAL	DESIRABLE
EDUCATIONAL AND OCCUPATIONAL ATTAINMENTS	Educated to 2:1 degree level	Relevant Post-Graduate qualification
EXPERIENCE	<p>Experience of working in a professional office environment and conducting oneself in a highly professional manner</p> <p>Experience of undertaking professional archaeobotanical macrofossil and charred wood identification work, including all analysis and report production.</p> <p>Working as part of a team to tight deadlines and liaising with clients, curators, EH and the public.</p> <p>Experience of successfully working to deadlines, working under own initiative as well as in part of a team</p> <p>Suitable publication record.</p>	Producing academic peer reviewed publications
SPECIAL SKILLS	<p>Skilled in identifying, analyzing and reporting on botanical macrofossil assemblages, flotation and processing of samples and the identification of charred wood samples.</p> <p>Genuine communication</p>	<p>Have a reference library of samples</p> <p>Giving talks</p> <p>Speaking in meetings, conferences <i>etc.</i></p>

	<p>skills</p> <p>Excellent written English and ability to express oneself accurately</p> <p>Managerial skills</p> <p>Excellent organisational skills</p> <p>Computer literate</p> <p>Full archaeological fieldwork skills</p> <p>Full driving license</p>	
DISPOSITION	<p>Good communication and interpersonal skills</p> <p>Able to work individually and as part of a team</p>	<p>Cheerful, tolerant and highly motivated</p> <p>Be able to remain calm, confident and competent under pressure</p>
INTERESTS	<p>Archaeology of the British Isles</p>	<p>Period or thematic/scientific specialisms</p>
SPECIAL REQUIREMENTS	<p>Willing to work a range of hours (inc. occasional weekend work) in order to take advantage of training courses, attend meetings, and carry out project work <i>etc.</i></p> <p>Ambitious to assist in growing the company and taking it forward</p> <p>Keen to align oneself with and promote the mission and values of the company</p> <p>Keen to develop the geoarchaeological and palaeoenvironmental work of the company.</p>	