



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

PERSON SPECIFICATION

POST TITLE: Trainee Archaeological Officer

	ESSENTIAL	DESIRABLE
EDUCATIONAL AND OCCUPATIONAL ATTAINMENTS	Educated to A level or equivalent standard.	Educated to 2:1 degree level or above. A relevant post-graduate or other professional qualification. Membership of the Chartered Institute for Archaeologists.
EXPERIENCE	Experience of taking part in archaeological projects, undertaking a range of fieldwork and post-excavation tasks and dealing with a wide-range of people. Ability to follow systems and rules.	Experience of working in a professional environment. Working in a professional office setting.
SPECIAL SKILLS	Excellent personal organisational skills. Good range of IT skills including Microsoft Office and Emails. Basic archaeological fieldwork skills. Self-discipline, attention to detail, excellent numeracy, forensic accuracy. Full driving license.	CSCS Card. Surveying skills. Familiarity with CAD or GIS.
DISPOSITION	Trustworthy and have integrity. Proactive approach to learning. Exceptionally organised. Humble but confident. Willing to function and contribute as part of a motivated and thriving team and willing to take instructions. Very resourceful and natural problem solver. Outstanding interpersonal skills. A real team player. Motivated to help others. Loyal.	

	<p>Able to remain calm, confident and competent under pressure.</p> <p>Desire to be the best you can be.</p> <p>Good sense of humour.</p>	
INTERESTS	Archaeology of Britain.	Period or thematic specialisms.
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>Able and willing to travel throughout the UK and work away for jobs, training <i>etc.</i> including outside of work hours.</p> <p>Ambitious to assist in growing the company, and take part in professional and personal development.</p> <p>Keen to align oneself with, and promote, the vision, mission and culture of the company.</p>	