



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

**Archaeological
Research Services Ltd**

PERSON SPECIFICATION

POST TITLE: Assistant Projects Officer

	ESSENTIAL	DESIRABLE
EDUCATIONAL AND OCCUPATIONAL ATTAINMENTS	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 working in a professional office environment Experience of taking part in archaeological project, and dealing with clients, curators and the public Undertaking a wide range of fieldwork and post-excavation tasks and dealing with a wide-range of people Supervising work on archaeological sites and contributing/completing post-excavation analysis and reports	Experience of undertaking geophysical surveys, data processing and report production
SPECIAL SKILLS	Excellent organisational skills Full archaeological fieldwork skills Good range of IT skills including familiarity with CAD and GIS Illustration skills for producing surveys, location plans, plans and sections Geospatial field surveying skills Full driving license CSCS Card	Supervisory/Managerial skills Conservation/archive skills
DISPOSITION	Trustworthy and have integrity. Exceptionally organised.	Cheerful and tolerant

	<p>Humble but confident.</p> <p>Willing to function and contribute as part of a motivated and thriving team and willing to take instructions.</p> <p>Very resourceful and natural problem solver.</p> <p>Outstanding interpersonal skills.</p> <p>A real team player.</p> <p>Motivated to help others.</p> <p>Loyal.</p> <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 values of the company.</p>	