



ARCHAEOLOGICAL  
RESEARCH SERVICES LTD  
*Digging with Purpose*

# JOB PROFILE

## *Historic Buildings Consultant*

AND APPLICATION FORM

*Recruiting with purpose*





## HISTORIC BUILDINGS CONSULTANT

**Salary: £25,970 - £34,980** (dependent on experience)

**The Position:** Permanent position following 6 month probation

Are you a highly organised Historic Buildings Consultant with attention to detail and a drive to get projects completed on time? Do you have a passion for delivering value and benefit through archaeology? This position requires technical and analytical skills, as well as sound judgement and written and visual communication skills.

Applications are invited for a professional, highly motivated and capable historic building specialist with an excellent track record in undertaking historic building surveys. You will be required to produce high quality reports for commercial and commissioned projects and able to demonstrate at least two years professional commercial experience in undertaking such work. The role requires responsibility for undertaking and delivering a wide range of projects working from one of our offices around the UK. The consultant will be accountable to the Head of Consultancy and work within the Heritage Consultancy team. We require our consultants to be adaptable and to undertake other duties across the heritage consultancy team, as we are committed to team support and pulling together. The role requires you to have excellent IT skills and competency in CAD and/or GIS, as well as written English skills. A good knowledge of the planning system, British archaeology and architectural history is required as well as a track record in reports, and ideally publication. Membership of the IHBC or ClfA will be an advantage. You must be able to work as an effective team member who can be relied on to deliver to tight deadlines. A forensic attitude to consultancy work, the ability to think from multiple perspectives and a passion for accuracy are key. We are a high performing company with a professional and friendly culture with many outstanding performers.

**In return, we offer an exciting range of employee benefits:**

- Strong, positive corporate culture and Management Team
- Competitive salary
- Commitment to training and career progression
- Member of the Company's health cash plan which includes a range of health services
- Discounts and rewards on health, fitness and entertainment
- Attractive pension contribution
- Life assurance cover
- 28 days annual leave (including Bank Holidays)
- Additional annual leave accrued linked to length of service
- Accommodation provided for away work with subsistence
- Full personal protective equipment and Company branded attire
- 100% of ClfA subscription fees and CSCS card fees

### To apply:

Download, fill in and submit all the required documentation as set out below and send to [personnel@archaeologicalresearchservices.com](mailto:personnel@archaeologicalresearchservices.com). If you would like to discuss the post with us then please ring us on 01629 814540 and ask for 'personnel'.

Applicants must complete and send in:

- Covering letter comprising 250 words on why you consider yourself a suitable candidate.
- Our application form (downloadable from the website and included in this pack )
- Full CV
- Equal opportunities form is optional (downloadable from our website)



## JOB DESCRIPTION

Job Title	Historic Buildings Consultant
Division	Heritage Consultancy
Accountable to	Head of Heritage Consultancy
Duration	Permanent following a 6-month probationary period
Grade	7
Annual Salary	£25,970—£34,980 depending on experience
Location	Based out of one of our offices (ideally Bakewell, but also Sheffield, Bedford, Sale, Tyne-side), and on site visits across the UK as required.

### Job Summary

Perform an Historic Buildings Officer role and carry out a wide variety of consultancy project-related work including report production. Undertake historic building surveys Levels 1-3 and help grow this service within the Company. Work closely with colleagues to ensure specialist reports fulfill and contribute to project requirements. You will also be required to produce written methodologies and illustrations using CAD and/or GIS. As such work is project dependent there may be occasions when you are required to assist with general consultancy or other archaeological work from time to time. You will be required to undertake presentations of work to varied audiences and to prepare reports for publication as required. Driving and undertaking site visits in different parts of the country forms part of the role.

### Responsibilities / Main duties

- Undertake historic building surveys as required at Levels 1-3 and contribute to other consultancy team work as needed.
- Undertake, manage and organise project designs, fieldwork, analytical and data processing work, archiving and preparation of publications, project designs and WSIs.
- Survey, illustrative and CAD / GIS work.
- Produce WSIs, Schemes of Work etc.
- Take active role in networking on behalf of the company.
- Give presentations to professional and public audiences if required.
- Help generate work and liaise with clients and local authority archaeological officers and other stakeholders.
- Take part in training programmes and staff development initiatives.
- Attend meetings as required in role of Historic Building specialist.
- Drive company vehicles when required.
- Quality assurance, report checking and editing of Consultancy reports including standing building surveys *etc.*
- Illustrative and GIS work to support DBA's, Setting Studies, ES chapters including willingness to learn, if not already got, skills to understand setting and visualisation studies.



## Responsibilities / Main duties

- Enacting and promoting the Vision, Mission and Culture of the Company.
- Actively follow and promote all Company rules and procedures for yourself as well as other members of staff.
- Communicate up and down the management tree. Make decisions as appropriate, ensure tasks are completed and alert relevant person of Management Team to any matters arising as appropriate.
- Keep any company vehicles you use tidy and roadworthy at all times. Notify Business Administrator of any faults etc. so 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	Initially 20 days holiday per year. On completion of one full years service, leave entitlement is increased by one day, per additional year worked, plus statutory bank holidays (8 days) . Leave is pro-rated for part time employees.
Conditions of service	See the Staff Handbook.
Period of notice	First month = nil. After 1 month & within probation period = 4 week After successful completion of the probationary period = 8 weeks
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.



## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EDUCATIONAL AND OCCUPATIONAL ATTAINMENT	<p>Educated to degree level or above</p> <p>We welcome applications from those without degrees who can demonstrate similar levels of attainment.</p>	<p>A relevant professional qualification.</p> <p>Member of CIfA or IHBC</p>
EXPERIENCE	<p>Experience of working in a professional office environment and conducting oneself in a highly professional manner</p> <p>Experience of producing high quality historic building surveys Levels 1-3 including.</p> <p>Experienced in building recording techniques, producing all necessary illustrations ranging from location maps to elevations, plans and quality annotated photographs.</p> <p>Experience of producing high quality reports.</p> <p>Experienced in CAD to produce high quality illustrations.</p> <p>Experience of report checking.</p> <p>Experience of successfully working to deadlines, working under own initiative as well as in part of a team</p>	<p>Experience in field and earth-work survey.</p> <p>Experience in photogrammetry applications.</p> <p>Experience in laser scanning.</p> <p>Experience in the use of GIS.</p>
SPECIAL SKILLS	<p>In-depth knowledge of British historic buildings and architectural history.</p> <p>Genuine communication skills.</p> <p>Excellent written English and ability to express oneself accurately and take account of the nuances required in the production of first rate reports.</p> <p>Motivating others.</p> <p>Excellent organisational skills.</p> <p>Computer literate.</p> <p>Full driving license.</p>	<p>Giving talks</p> <p>Archaeological fieldwork skills.</p> <p>Speaking in meetings, conferences <i>etc.</i></p> <p>Writing of tenders, quotations</p> <p>Supervisory skills</p>



## DISPOSITION

Good communication and interpersonal skills

Cheerful and tolerant

Able to work individually and as part of a team

Be able to remain calm, confident and competent under pressure

## INTERESTS

Archaeology / Architectural History of Britain.

Period or thematic specialisms.

## SPECIAL REQUIREMENTS

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 *etc.*

Ambitious to assist in growing the company and taking it forward

Keen to align oneself with and promote the mission and values of the company



## VISION, MISSION, AND CULTURE

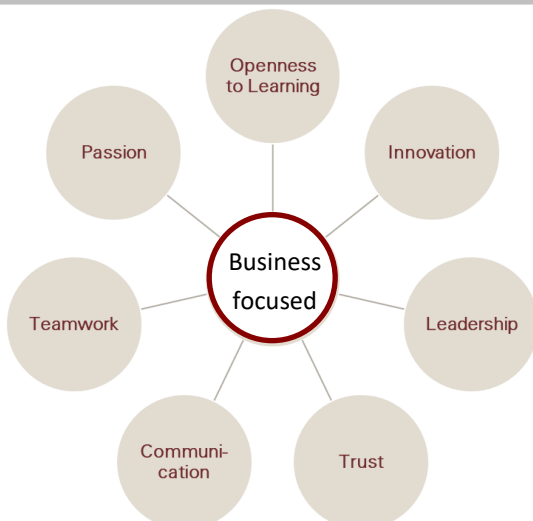


### *Vision*

Innovative world-class heritage  
leaders

### *Mission (our 'Purpose')*

To investigate archaeological remains to create  
value, inspire people and generate new knowledge  
and understanding



### *Business—focused Culture*

Openness to Learning  
Innovation  
Leadership  
Trust  
Communication  
Teamwork  
Passion



## APPLICATION FORM

All information will be treated as strictly confidential and no approach will be made to any person without your permission. Please note—All boxes must be completed. Incomplete applications will be rejected.

<b>Position applied for</b>	
If you obtained this position, would you continue in any other employment	Yes / No
Do we need to make any disability-related adjustments to allow you to take part in the recruitment process	Yes / No
How did you hear about the vacancy?	

### Personal details

Title : ..... Forename : ..... Surname : .....

Home address: .....

Postcode: ..... Phone number: .....

Email address:.....

### Education and training

University / college, etc.	Dates attended from, to	Qualifications including grade achieved
Provide full name of University/ College/ and address. If no further education qualifications, please state GCSE's and / or A-Levels		





**Previous employment**

Name and address of employer	Dates	Job title and duties	Reason for leaving

**Previous relevant experience**



**Interests**

**Driving licence**

Current driving license    Yes / No    If yes, please state the type of license  
Any current endorsements    Yes / No    If yes, provide details  
  
Any motoring prosecutions pending    Yes / No    If yes, provide details

**Availability**

Notice period, if successful  
  
Are you a UK citizen?    Yes / No    If no, confirm your VISA status

**Criminal record**

List any criminal convictions other than 'spent' convictions. If none, state "none".  
  
The information provided will be confidential and will be considered only in relation to this application.

**References**

Work reference:	Work or Character reference:
Post code:	Post code:
Telephone:	Telephone:
Email:	Email:



**Please detail any further information you wish to put forward to support your application**

**Privacy notice**

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".

**Declaration**

The above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Please tick to confirm that you have attached a CV and Cover letter with this application form.

**Signed:** .....

**Date:** .....