



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

JOB PROFILE

Project Manager

FIELD ARCHAEOLOGY DIVISION

AND APPLICATION FORM



Recruiting with purpose





PROJECT MANAGER

Salary: £33,000 - £45,000 per annum (dependent on experience)

The Position: Permanent position following 6 month probation

Are you a highly motivated, competent manager able to oversee multiple projects, people and plan ahead? Are you business-focused with a passion for delivering solutions and benefit through archaeology? This role requires you to be an excellent communicator, highly organised, efficient and with a high work-rate. This position is within our Field Archaeology division and will encompass a wide range of jobs of different scales, types and periods. Our managers need to be good team-players, effective motivators, good at receiving and issuing instructions, delivering projects to budget and programme and finding solutions and contract management. Although we are recruiting for those with an experienced archaeological background that will include a strong track record in report writing, we also warmly invite applications from those who may have a broader construction background, as experience with NEC3/4 contracts/QS work to help deliver our projects is an advantage. Applicants who can start relatively quickly is desirable. The post is based out of one of our offices in Bakewell, Sheffield, Hebburn, Sale and Bedford, with potential for some homeworking. Regular visits to the Bakewell office and on-site visits are required.

You will ideally have experience of running a wide range of projects, liaising with clients, motivating and leading teams, planning staff allocations to jobs and maintaining productivity, co-ordinating post-excavation work, negotiating with local authority archaeologists, producing risk assessments, quality assurance and report checking. The role is directly accountable to the Head of Field Archaeology. You will be responsible for completing work on commercial and research-based archaeological projects on time and to budget and for getting invoices issued promptly. A good knowledge of British Archaeology is important and ideally a track record in reports, editing and perhaps publication. Good working knowledge of Excel, and Microsoft Project and GIS are an advantage.

We offer an exciting range of employee benefits:

- Strong, positive corporate culture and Management Team
- Competitive salary
- Sector-leading commitment to training and career progression
- Member of the Company's health cash plan which includes a wide range of health services and financial support
- 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. 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	Project Manager
Division	Field Archaeology
Accountable to	Head of Field Archaeology
Duration	Permanent following a 6-month probationary period
Grade	9
Annual Salary	£33,000 - £45,000
Location	Based out of one of our offices in Bakewell, Sheffield, Bedford, Sale, Tyneside, and on site across the UK where required.

Job Summary

Perform a Project Manager role on a variety of projects including production of costings, WSIs and RAMS, health and safety responsibilities, maintaining accurate project records and producing accurate and on-time project reporting, contributing to the staff planner, invoice preparation, overseeing fieldwork, post-excavation, reports, archives *etc.*, as required and to undertake project and personnel supervision, give and take instructions and report to your line manager. Oversee and deliver contractual agreements, including with subcontractors. Administrative duties and to undertake other duties that may arise as required. Driving. Undertake liaison and discussions with wide range of clients and stakeholders. Play an active and positive role within the Management Team. Contribute to Company growth and be an active high performing team player.

Responsibilities / Main duties

- Allocation and communication of resources, timescales and goals to staff for fieldwork and post-ex. tasks in conjunction with other Projects Managers and Officers.
- Design fieldwork and post-ex programmes and costings in conjunction with Sales team members.
- Mentoring field and post-ex staff in approaches to excavation, recording, post-excavation and reporting.
- Collate productivity metrics for monthly KPI dashboard.
- Conduct annual appraisals for selected staff conjunction other Project Managers.
- Communicate up and down the management tree, take decisions as appropriate, ensure tasks are completed and alert relevant person of Management Team, to any matters arising as appropriate.
- Delivery of health and safety policy and protocols and Company equipment on site.
- Quality assurance (WSIs, fieldwork reports, illustration *etc.*)
- Oversight and production of Written Schemes of Investigation and RAMS.
- Ownership and oversight of signing off projects and triggering invoicing on monthly basis for all projects responsible for.



Responsibilities / Main duties

- Input to new project initiatives (e.g. community, commissioned, research).
- Contribute strategy, programme and project design to costings and tenders for selected jobs.
- Contribute to field archaeology document templates (e.g. WSIs, fieldwork reports of various types) together with guidance/crib sheet notes, and co-ordinating and contributing to archaeological methodological and technical development (MTD). Review annually.
- Lead projects and support team leaders, give instructions, motivate and build teams, hold to account and .
- Inculcating, promoting and delivering Vision, Mission and Culture of the Company.
- Actively follow and enforce all Company rules and procedures for yourself as well as other members of staff.
- Oversee and complete contracts for clients and also with suppliers including NEC3/4 contracts.
- Allocation and communication of resources, timescales and goals to staff for fieldwork and post-ex. tasks in conjunction with Senior Projects Manager and Sales Team.
- Design and set-up projects and post-ex programmes in conjunction with Sales team & Head of Field.
- Input to new project initiatives (e.g. community, commissioned, research and development).
- Take active role in networking on behalf of the company.
- 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
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 = 1 week. After 1 month & within probation period = 8 weeks After successful completion of the probationary period = 12 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.</p>
EXPERIENCE	<p>Experience of working in an office environment and conducting oneself in professional manner.</p> <p>Experienced within archaeology and/or the construction industry.</p> <p>Proven ability to run projects to time, cost, client satisfaction, and rapid invoicing.</p> <p>Experience of running archaeological projects, sites, supervising and motivating staff and dealing with clients, curators and the public.</p> <p>Documented experience of organising and delivering post-excavation work and producing high quality written work and reports.</p> <p>Experience of health and safety responsibilities and ability to ensure all staff conform to requirements and adopt organisation's health and safety culture.</p> <p>Successful at costing jobs and winning new work.</p> <p>Experienced in exercising sound judgement and delivering successful outcomes that take account of the subtleties and complexities of archaeological data.</p> <p>Experience of report checking, including evaluation, excavation and other types of reports</p> <p>Experience of successfully working to deadlines, working under own initiative as well as in part of a team.</p> <p>High level understanding of archaeological fieldwork, including ability to judge most appropriate methods, quantities of work required, ability to cost jobs and to persuade and negotiate with local authority archaeologists.</p>	<p>Experience of working with NEC contractual agreements and building costings, running projects to time and budget, making applications for payment and so forth.</p>



SPECIAL SKILLS

Authentic high quality communication skills (listening, oral and written) and ability to quickly build rapport with teams and line manager.

Speaking in meetings, and giving talks and presentations *etc.*

Ability to organise staff and allocate jobs, hold staff to account and ensure tasks get completed.

Writing full and persuasive WSIs, RAMS, project designs.

Ability and interest in staff development – bringing on junior staff and helping to grow people as well as develop their skill sets.

Excellent written English and ability to express oneself accurately and take account of the nuances required in the production of first rate reports.

Self-discipline, attention to detail, excellent numeracy, forensic accuracy.

Excellent organisational skills.

Excellent team management and leadership skills.

Ability to prioritise many concurrent tasks based on daily, weekly, monthly and annual goals.

Computer literate including use of Office and other programmes including ideally Microsoft 'Project', CAD and GIS.

Full driving license.

DISPOSITION

Trustworthy and have integrity.

Cheerful.

Positive mental attitude.

Business dedicated focus.

Exceptionally organised.

Humble but confident.

Willing to function and contribute as part of a motivated and thriving team and willing to take instructions.

Resourceful and natural problem solver.

Outstanding interpersonal skills.

Good sense of humour.



DISPOSITION

A real team player.

Cheerful.

Motivated to help others.

Loyal.

Able to remain calm, confident and competent under pressure.

Desire to be the best you can be.

INTERESTS

Archaeology of Britain.

Period or thematic specialisms.

SPECIAL SKILLS

Willing to work a range of hours in order to attend meetings, take advantage of training courses, and ensure quotations and tenders are completed before deadline.

Able and willing to travel throughout the UK for site visits, meetings, conferences, training *etc.* including outside of work hours

Ambitious to assist in growing the company, assisting with staff development and taking it forward.

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



VISION, MISSION, AND CULTURE

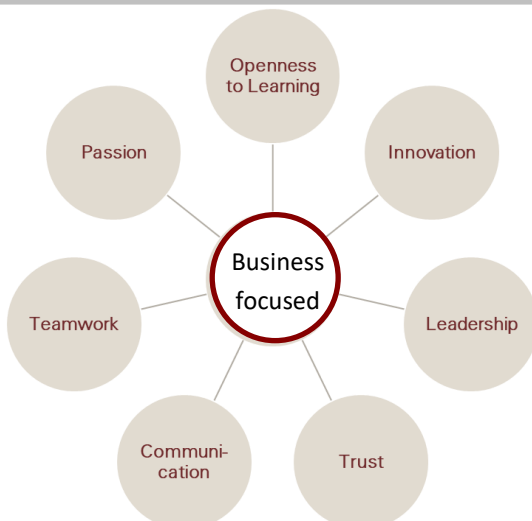


Vision

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.

Position applied for	
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:



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: