

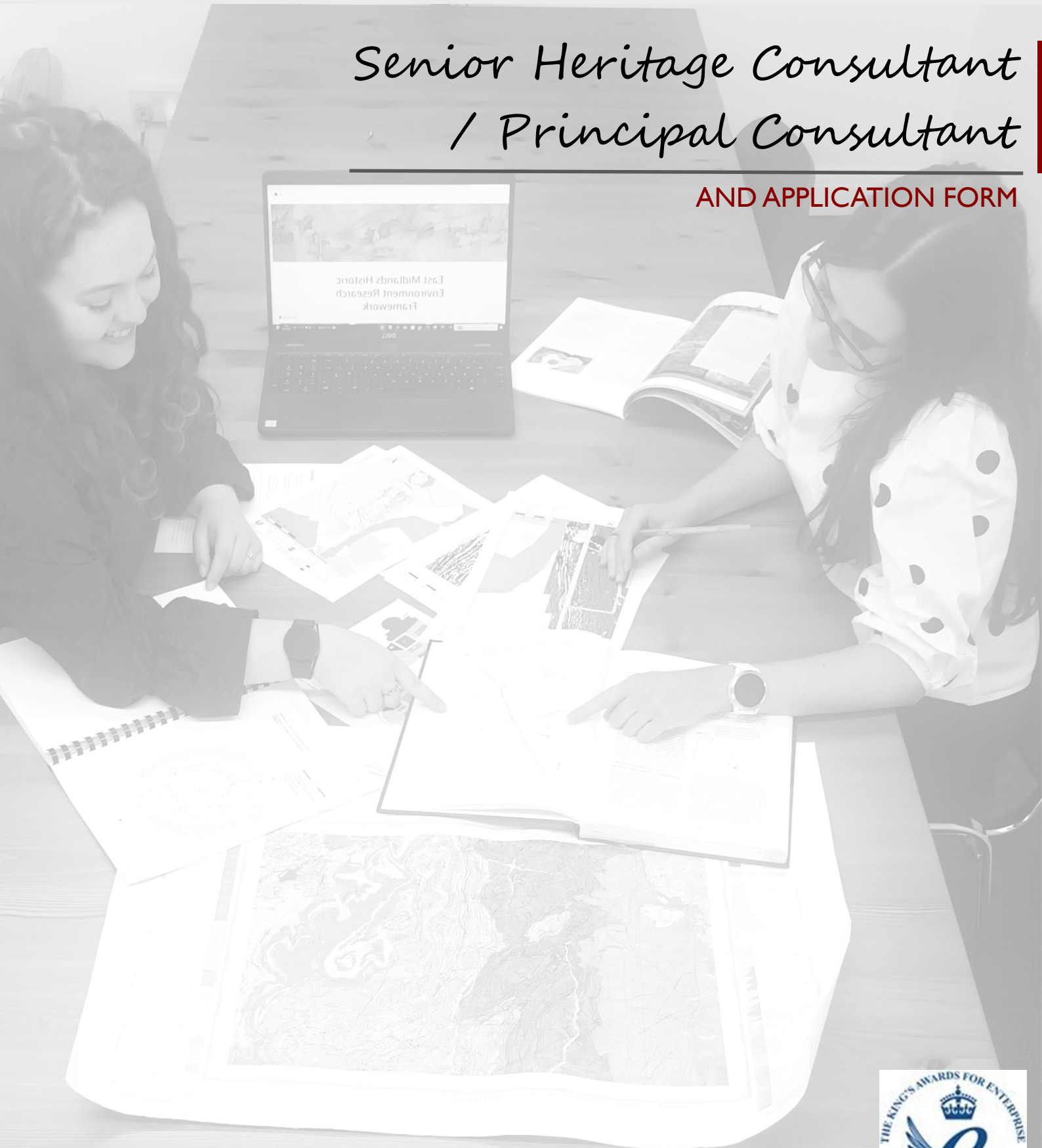


ARCHAEOLOGICAL  
RESEARCH SERVICES LTD  
*Digging with Purpose*

# JOB PROFILE

*Senior Heritage Consultant  
/ Principal Consultant*

AND APPLICATION FORM



*Recruiting with purpose*





## SENIOR HERITAGE CONSULTANT / PRINCIPAL CONSULTANT

**Salary: £28,620 - £42,400 (dependent on experience)**

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

We are expanding our successful Consultancy team and are looking for competent, motivated and team-playing personnel. Our Consultancy division forms part of a leading archaeological company with varied and innovative projects around the UK and potentially beyond. Working closely with our 'Specialist Services' division we have truly cutting-edge techniques and services that make our Consultants uniquely placed to provide a comprehensive range of solutions for evaluating, mitigating, reducing carbon and creating value for our Clients. This gives our Consultancy team a clear USP, and access to innovations which are leading the way in key areas of commercial archaeology.

Are you a highly organised with attention to detail and a drive to get projects completed on time? Do you have a passion for finding solutions and delivering value and benefit through archaeology? These positions require technical and analytical skills, as well as sound judgement and great 'people person' skills. Applications are invited for professional, highly motivated and capable Consultant/Senior Consultant/Principal roles with a strong track record and developed skills sets to undertake consultancy work and help lead and manage our growing consultancy team as per the relevant role. You will have experience of providing sound and successful client advice, production of excellent consultancy documents including ideally all content (e.g, GIS images), quality assurance and relationship building. We are looking for recruits with excellent communication skills (listening as well as verbal and written comms). The post can be either office-based or a hybrid model of office based, plus some home working, where you will be accountable to the Head of Heritage Consultancy. A forensic attitude to consultancy work, the ability to think from multiple perspectives and a passion for accuracy are key. A detailed working knowledge of the planning system and British archaeology is essential. You must be able to work as an effective team member who can be relied upon to deliver to deadlines and help set goals, provide support and motivate. We are a high performing company with a professional and friendly culture with many outstanding performers. We are committed to staff development and training and look forward to supporting career development and developing people to be the best they can be.

### **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

### **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 )
- Equal opportunities form is optional (downloadable from our website)
- Full CV



## JOB DESCRIPTION

Job Title	Senior Heritage Consultant / Principal Consultant
Division	Heritage Consultancy
Accountable to	Head of Heritage Consultancy
Duration	Permanent following a 6-month probationary period
Grade	8
Annual Salary	£28,620 - £42,400 depending on experience
Location	Based out of one of our offices in Bakewell, Sheffield, Bedford, Sale, Tyneside, and on site across the UK where required.

### Job Summary

To carry out a wide variety of project work including customer liaison, relationship-building, negotiation and care. Producing desk-based assessments, Environmental Statement chapters, setting studies, WSI's, HIAs, quality assurance report checking, networking/marketing, supervising staff, overseeing the successful initiation and delivery of projects. Undertake day to day management of the Consultancy team alongside the Head of Heritage Consultancy and schedule, monitor and hold to account Heritage team work programmes. Undertake negotiations with wide range of clients and stakeholders and produce project reports and costings. Produce accurate, well written and persuasive documentation as appropriate. Driving. Illustration using CAD or GIS to support DBA's and ES chapters. Assist in developing the consultancy service for the company, generating clients, leads and winning new work, and including training of other team members.

### Responsibilities / Main duties

- Produce full range of consultancy services and documents including DBA's, ES chapters, WSIs, schemes of work, heritage statements, setting studies, , liaise with clients and planning authorities and negotiate schemes of work *etc.*
- Line manage within Consultancy Team relevant to role incl. project and people management, setting goals, motivating, weekly reporting, time sheet auditing, identifying personal development needs, appraisals.
- Quality assurance, report checking and editing of a wide range 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.
- Help market/network for the company and generate new work, win projects and liaise with clients, regulators and other stakeholders.
- Willing to learn from and contribute to historic building surveys if not already conversant.



## Responsibilities / Main duties

- Give presentations to professional and public audiences as required.
- Take part in training programmes and staff development initiatives and assist in training of others as appropriate.
- Attend meetings as required.
- Drive a company vehicle when required.
- Keep any company vehicle tidy and roadworthy at all times. Notify the Business Administrator of any faults *etc* so that they can be rectified.
- Any other duties that may be reasonably allocated from time to time.

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 = 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
<b>EDUCATIONAL AND OCCUPATIONAL ATTAINMENT</b>	<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 ClfA.</p>
<b>EXPERIENCE</b>	<p>Experience of working in an office environment and conducting oneself in a highly professional manner.</p> <p>Motivating and supervising staff and dealing with clients, curators and the public.</p> <p>Team leadership, line management, goal-setting, holding staff to account and getting results through others.</p> <p>Documented experience of producing high quality desk-based assessments, environmental statement chapters, setting studies, heritage statements, WSIs and delivering consultancy services to clients including local authority and client negotiation.</p> <p>Experienced in exercising sound judgement and delivering successful outcomes that take account of the subtleties and complexities that are often required in the provision of good independent consultancy advice.</p> <p>Experience of quality assurance including report checking of consultancy documents, 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>Experience in field and earth-work survey.</p> <p>Experience in photogrammetry applications.</p> <p>Experience in the use of GIS.</p> <p>Experience of running archaeological projects, supervising sites and staff and dealing with clients, curators and the public</p>
<b>SPECIAL SKILLS</b>	<p>In-depth knowledge of the English planning system and particularly with respect to the Historic Environment</p> <p>Authentic high quality communication skills (listening, oral and written) and ability to quickly build rapport with a lead/client/team members, and to communicate effectively downstream and upstream within a defined management structure.</p>	<p>Knowledge of planning system of Scotland, Wales, Northern Ireland or other jurisdictions beyond England.</p> <p>Speaking in meetings, and giving talks and presentations <i>etc.</i></p>



## SPECIAL SKILLS

Excellent organisational skills.

Writing full and persuasive project designs.

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

Managerial Skills.

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

Ability to deeply analyse data and make effective recommendations/decisions based on that analysis.

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

Ability to follow systems and ensure those in your team also follow proscribed systems.

Computer literate including competency in use of GIS.

Full driving license.

## DISPOSITION

Trustworthy and integrity.

Cheerful and tolerant

Exceptionally organised and self-disciplined.

Be able to remain calm, confident and competent under pressure

Humble but confident.

Positive and upbeat.

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

Analytical with a good splash of creativity.

Very resourceful and natural problem solver.

Outstanding interpersonal skills.

Able to work individually and as part of a team.



DISPOSITION	<p>Loyal.</p> <p>Motivated to help others.</p> <p>Able to remain calm, confident and competent under pressure.</p> <p>Good sense of humour.</p>	<p>Cheerful and tolerant</p> <p>Be able to remain calm, confident and competent under pressure</p>
INTERESTS	<p>Archaeology of Britain.</p>	<p>Period or thematic specialisms.</p>
SPECIAL REQUIREMENTS	<p>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.</p> <p>Able and willing to travel throughout the UK for site visits, meetings, conferences, training <i>etc.</i> including outside of work hours.</p> <p>Ambitious to assist in growing the Company, assisting with staff development and taking the Company forward.</p> <p>Keen to align oneself with, and promote, the vision, mission and values of the Company</p>	



## VISION, MISSION, AND CULTURE

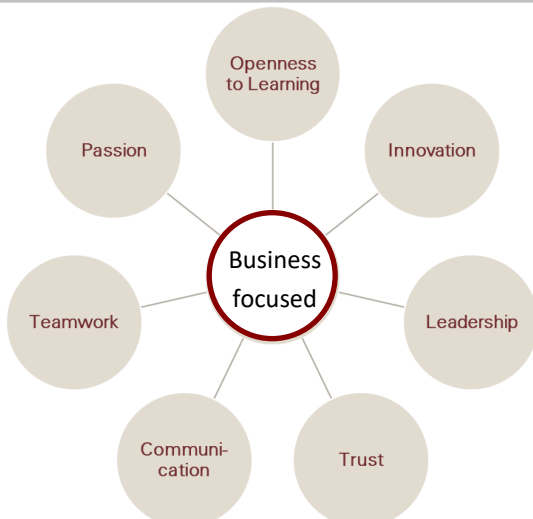


### *Vision*

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:** .....