



ARCHAEOLOGICAL  
RESEARCH SERVICES LTD  
*Digging with Purpose*

# JOB PROFILE

## *Project Officer*

FIELD ARCHAEOLOGY DIVISION

AND APPLICATION FORM



*Recruiting with purpose*





## PROJECT OFFICER

**Salary:** £29,192.40 – £34,980 (dependent on experience)

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

Are you a highly motivated, go-getter with an ability to lead, manage and organise a field team? Do you have a deep passion for delivering value and benefit through archaeology? We are looking for highly organised and efficient people with a wide range of experience. This position requires you to be excellent at your job and an effective leader, motivator and manager of a team. You need to be highly disciplined, a good 'people person' as well as a highly competent field archaeologist and report writer. The posts have geographic flexibility, but we particularly welcome applications for being based out of our Sale Office. Applications are invited for professional, highly motivated and capable Project Officers with experience of organising and running field projects, motivating and leading teams, completing post-excavation work and producing high quality reports for a wide range of projects. Survey and IT skills will be an advantage. A good knowledge of British archaeology is essential. You must be able to work as an effective team member who can be relied on to deliver to deadlines. We are a high performing company with a professional and friendly culture with many outstanding performers. We maintain a high commitment 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
- 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	Project Officer
Division	Field Archaeology
Accountable to	Project Manager
Duration	Permanent following a 6-month probationary period
Grade	9
Annual Salary	£29,192.40—£34,980
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 Project Officer role on a variety of projects including production of WSIs and RAMS, 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. Administrative duties and to undertake other duties that may arise as required. Illustration and creative work incl. CAD (Draftsight). Undertake discussions with wide range of clients and stakeholders. Produce accurate, well written reports. Alert relevant person of Management Team to any matters arising and overseeing care of Company Equipment and on-site health and safety. Contribute to Company growth and be an active high performing team player.

### Responsibilities / Main duties

Lead and manage sites and teams, set goals and tasks, motivate, hold to account, give feedback and train more junior members of the team.

Communicate up and down the management tree, alerting relevant person of Management Team to any matters arising.

Ensure compliance with the Company's health and safety policy and protocols and ensure Company equipment is looked after.

Undertake, manage and organise WSIs, project teams, fieldwork, post-excavation work, reporting and archiving and contribute to publications.

Ideally be able to undertake site survey, data processing and illustrative and digitisation work (incl. use of CAD – Draftsight).





## Responsibilities / Main duties

Liaise with clients, county archaeological officers and other curators as appropriate.

Take an active role in networking on behalf of the company.

Attend meetings as required, including meetings with all project stakeholders.

Take part in training, staff and personal development initiatives / coaching.

Further the company's vision, mission and core values.

Drive company vehicles when required.

Keep company vehicles tidy and roadworthy at all times. Notify Business Admin of any fault 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 members of ARS.

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 = 1 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>Experience of running archaeological projects, running 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, digital graphics and reports.</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>	
<b>SPECIAL SKILLS</b>	<p>Full archaeological fieldwork skills, including ability to survey and layout trenches.</p> <p>Authentic high quality communication skills (listening, oral and written) and ability to quickly build rapport with teams and line manager.</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>Self-discipline, attention to detail, excellent numeracy, forensic accuracy.</p> <p>Excellent organisational skills.</p> <p>Excellent team management and leadership skills.</p>	<p>Speaking in meetings, and giving talks and presentations <i>etc.</i></p> <p>Writing full and persuasive project designs.</p>



## SPECIAL SKILLS

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

Highly computer literate including use of Microsoft Office, CAD or commitment to learning it quickly, survey software.

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.

Very resourceful and natural problem solver.

Outstanding interpersonal skills.

A real team player.

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

## 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.

Willing to learn and develop understanding of the NEC3 contracts and how to manage projects.

Deliver and oversee the ISO accreditations and compliance for the company.

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,



## VISION, MISSION, AND CULTURE

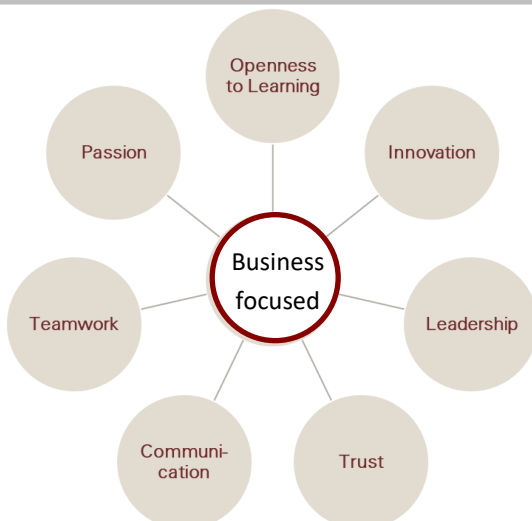


### *Vision*

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:



**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:** .....