



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

JOB PROFILE

Aerial Photograph Interpreter

AND APPLICATION FORM



Recruiting with purpose





AERIAL PHOTOGRAPH INTERPRETER

Salary: £25,440 – £36,000 (dependent on experience)

The Position: Permanent position following 6 month probation

Archaeological Research Services Ltd are recruiting an Aerial Photograph Interpreter for work on a variety of project work based in the Historic England office in York and in part at one of the ARS Ltd offices. The role will also include occasional site visits. We are looking for someone who is already trained and working at NMP standards to deliver high quality research for our Historic England projects.

Candidates will need a good team-working ability, attention to detail, competency in digital software and excellent written English skills for writing the resultant technical reports. You will have experience of interpreting aerial photographs to NMP standards, and a sound knowledge of UK archaeology. In this role you will identify previous unrecorded remains, gather, analyse and interpret research material on archaeological sites to disseminate the findings to a wide range of audiences. You will have responsibility for undertaking and delivering a wide range of projects where you will be accountable to ARS Ltd's Head of Specialist Services including completing work on commercial and commissioned archaeological projects.

You will need established IT skills and ideally be competent in the use of CAD and excellent with maps and possess a genuine interest in spatial data. We are a high performing company with a professional yet friendly culture with many outstanding performers. We maintain a sector leading commitment to staff development and training which we require to be reciprocated to ensure on-going professional development.

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. 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	Scientific Officer / Senior Scientific Officer
Division	Specialist Services
Accountable to	Head of Specialist Services
Duration	Permanent following a 6-month probationary period
Grade	8-9
Annual Salary	£25,440 – £36,000 depending on experience
Location	Based at York Historic England office and also attached to one of our offices (ideally Bake-well, but also Sheffield), and on-site visits across the UK as required.

Job Summary

To carry out remote sensing interpretation, mapping and analysis of archaeological work ton aerial photographs and air borne laser scanning to NMP standards and producing summary written reports on completion for Historic England. Produce technical reports on your work. Identify previously unrecorded archaeological remains, provide understanding of the historic environment and inform the protection and management of the historic environment. Gather, analyse and interpret research material on archaeological sites and landscapes and to disseminate the findings to a range of audiences.

Responsibilities / Main duties

- Contribute your expertise to aerial and multi-disciplinary projects.
- Produce the project archive and summary report. Produce formal publication of the project work if required.
- Gather, analyse and interpret mapping data and research material, and disseminate the findings in a clear fashion to inform the protection and management of the historic environment.
- Contribute to publications and outreach in a range of formats including research reports, articles, social media and events
- Continue to develop personal research skills and contribute to develop experience, expertise, technical and methodological skills and approaches required for archaeological investigation.
- Maintain effective relationships beyond ARS Ltd and Historic England through specialist advice, case-work support and projects.



Responsibilities / Main duties

- Contribute as appropriate to research and development.
- Supervise, manage and train other members of staff as required. Illustrative, CAD, web and other IT work.
- Give presentations to professional and public audiences as and if required.
- Make decisions as appropriate, ensure tasks are completed and alert relevant person of Management Team, to any matters arising as appropriate.
- Adhere to Company policies including health and safety policy and maintain and train people in use of specialist equipment.
- 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 = 1 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 an office environment and conducting oneself in professional manner.</p> <p>Data processing, analysis and reporting.</p> <p>Demonstrable understanding of aerial investigation and mapping methods and processes.</p> <p>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>Experienced in exercising sound judgement and delivering successful outcomes that take account of the subtleties and complexities of archaeological data.</p> <p>Experience of successfully working to deadlines, working under own initiative as well as in part of a team.</p> <p>Experience of running archaeological projects, and dealing with clients, curators and the public.</p> <p>Strong skills in the use of GIS for data creation and analysis.</p> <p>Proven experience as a successful team player including adoption of new skills and new ways of working.</p>	<p>Proven ability to run projects to time and cost and complete them to client satisfaction with rapid invoicing.</p> <p>Experience of quality assurance or mentoring.</p>
SPECIAL SKILLS	<p>Good knowledge of British landscape archaeology.</p> <p>Knowledge of the principal uses of aerial photographs and lidar for archaeological research.</p> <p>An understanding of the application of new technologies (drones, Structure from Motion, artificial intelligence, and multi/hyper-spectral imaging) in airborne remote sensing.</p> <p>Familiarity with primary and secondary source material related to the archaeology of England.</p>	<p>Knowledge and/or experience of aerial reconnaissance techniques.</p> <p>An understanding of the strengths and limitations of different archaeological investigation techniques and how they can be combined to study sites and landscapes.</p>



SPECIAL SKILLS

Strong skills in analysis, synthesis and evaluation.

Ability and experience of using a stereoscope to view aerial photographs.

Familiarity and understanding of Historic England's Corporate Plan and commitment to its Aims and

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

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

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

Communicates and shares information effectively.

Open-minded . Awareness of personal impact on others.

Measures, evaluates, reviews and uses results to improve.

Committed to maintaining and improving their academic and practitioner skills.

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.*

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



VISION, MISSION, AND CULTURE

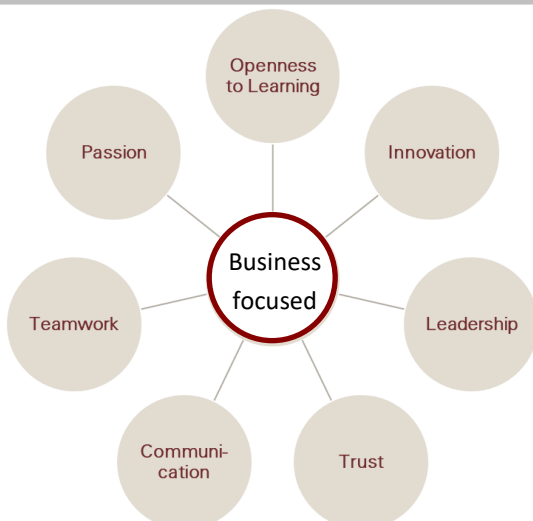


Vision

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.

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

Empty space for providing previous relevant experience.



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: