



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

JOB PROFILE

Senior Geoarchaeologist / Paleoenvironmental Officer

AND APPLICATION FORM



ility to organise staff

Recruiting with purpose





SENIOR GEOARCHAEOLOGIST AND PALEOENVIRONMENTAL OFFICER

Salary: £36,620—£42,400 (dependent on experience)

The Position: Permanent position following 6 month probation

Archaeological Research Services Ltd are recruiting for a Senior Geoarchaeological and/or Paleoenvironmental Officer for a rare opportunity to work in a leading archaeological company with varied and innovative projects around the UK and potentially beyond.

Our 'Specialist Services' division within the Company where we have brought truly cutting-edge techniques together to lead the way with our 'Landscape Propection Service' amongst other specialisms is recruiting for a Senior Geoarchaeologist and / or Paleoenvironmental Officer. We're looking to attract a highly capable person to lead our small the team. They will need longstanding experience of commercial geoarchaeological/palaeoenvironmental work with many reports to their name. The role will include managing projects and the small team, undertaking some geoar fieldwork/sampling, some analysis, reporting and quality assurance of others' work and reports.

The applicant is expected to have a passion for geoarchaeology and palaeoenvironmental reconstruction and delivering benefit through archaeology. The post requires an established professional who is highly organised, efficient and good at working to deadlines. Attention to detail, and being an effective manager and motivator are importnat. The post is nominal-ly based out of our offices in Bakewell, with some site-based fieldwork and office working. There is potentially some home-working flexibility. You will need excellent written English skills and will be responsible for completing work on commercial and research-based archaeological projects. The role requires strong IT skills and ideally competency in the use of GIS and perhaps Rockworks. A good overall knowledge of British archaeology is essential as well as a track record in reports, and ideally publication. You must be able to work as an effective team member. 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.

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

- Strong, positive corporate culture
- Competitive salary
- Commitment to training and career progression
- Membership 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

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	Senior Geoarchaeological and Palaeoenvironmental Officer
Division	Specialist Services
Accountable to	Head of Specialist Services
Duration	Permanent following a 6-month probationary period
Grade	8-9
Annual Salary	£36,620—£42,400 depending on experience
Location	Based out of our offices in Bakewell, and Sheffield, and on site visits across the UK as required.

Job Summary

A senior position within our Specialist Services Division leading and managing our Geoarchaeological/ Palaeoenvironmental team. Working closely with other talented individuals including sharing and integrating data as part of our Landscape Propection Service where geoarchaeological, geophysical, geochemical, remote sensing and other data is integrated to examine and understand landscapes, their taphonomy and to drive targeted archaeological and palaeoenvironmental investigations. Produce high quality reports for commercial and commissioned projects, and contribute to publications where appropriate. Assist with general archaeological work including fieldwork, reports, archives *etc* and to undertake other duties that may arise as required.

Responsibilities / Main duties

- Help grow and prosper the Specialist Services division of the Company and contribute to data sharing and integration, innovation.
- Undertake geoarchaeological mapping, sediment coring, characterisation and analysis, and ideally one or more of pollen analysis, botanical macrofossil analysis, wood and charcoal analysis, soil micromorphology or other palaeoenvironmental proxies.
- Sample for and send off samples for C14 dating. Ability to produce age-depth models and/or undertake Bayesian modelling of C14 dates will be an advantage.
- Liaise with clients and planning archaeologists as well as internal team members as required.
- Undertake fieldwork and survey and complete associated post-excavation work, archiving, writing up, producing reports and publications.
- Attend meetings as required in role as Senior Geoarchaeologist.
- Ensure lab equipment is maintained and serviced, order new supplies as required.
- Participate in team engagement initiatives
- Assist and take part in staff training and development, ensuring continuous improvement in your own and your teams' performance through initiating training, mentoring and improved practices
- Communicate up and down the management tree.
- Process data, analyse and map it and produce well written and high-quality reports.
- Quality Assurance of teams' output.



Responsibilities / Main duties

- Inculcating, promoting and delivering Vision, Mission and Culture of the Company.
- Actively follow and promote Company policies and procedures for yourself as well as other members of staff.
- Input to new project initiatives (e.g. commercial, community, commissioned, research and development).
- Make decisions as appropriate, ensure tasks are completed and alert relevant person of Management Team, to any matters arising as appropriate.
- 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.
- Produce environmental assessments and analyses, supported by other members of the Geoarchaeological/ Paleoenvironmental team on commercial and research-based archaeological projects and publications.
- Collating (and signing in/out) all necessary equipment to deliver a project
- Report to the Head of Specialist Services, on a daily basis with the progress of projects and productivity against project goals and agreed timetables. Ensure all environmental work and reporting is undertaken to agreed time and budgets
- Responsible for ensuring work is undertaken according to ARS Health and Safety policy. Contribute to risk assessments and other relevant documentation in co-ordination with the Health and Safety officer
- Drive company vehicles when required. Keep company vehicles 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 weeks 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>Professional, highly motivated and capable geoarchaeological specialist with an excellent track record in undertaking geoarchaeological mapping and sediment coring.</p> <p>Data processing, analysis and commercial reporting.</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 geoarchaeological projects, managing people and projects and their delivery, supervising and motivating staff and dealing with clients, curators and the public.</p>	<p>Experience in laser scanning.</p> <p>Experience in the use of GIS.</p> <p>Experience in use of Rock-works.</p> <p>Proven ability to run projects to time and cost and complete them to client satisfaction with rapid invoicing.</p> <p>Any additional palaeoenvironmental specialism such as botanical macros, charred wood or pollen.</p>
SPECIAL SKILLS	<p>High level understanding of geoarchaeological 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>Skilled in identifying, analysing and reporting on sediments.</p> <p>Producing geoarchaeological maps and documenting the varying archaeological potential across the different geomorphic units.</p> <p>Authentic high quality communication skills (listening, oral and written) and ability to quickly build rapport</p>	



SPECIAL SKILLS

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

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 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

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



VISSION, MISSION, AND CULTURE

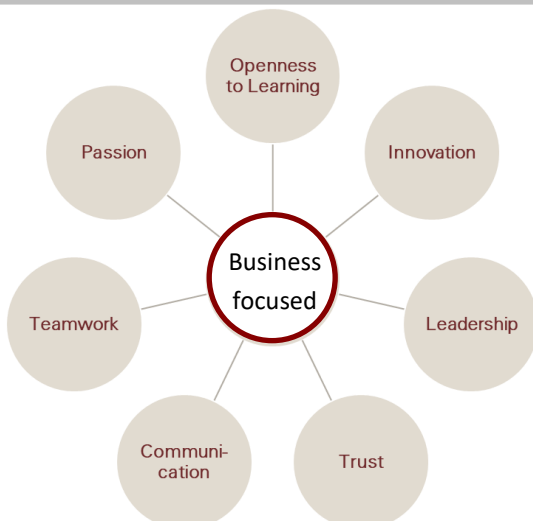


Vision

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.



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: