



ARCHAEOLOGICAL  
RESEARCH SERVICES LTD  
*Digging with Purpose*

# JOB PROFILE

## Heritage Consultant

### AND APPLICATION FORM



*Recruiting with purpose*





## HERITAGE CONSULTANTS

**Salary: £32,500 - £45,000** (dependent on experience)

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

Are you a highly organised Heritage Consultant with attention to detail and a drive to get projects completed on time? Do you have a passion for delivering value and benefit through archaeology? These positions require technical and analytical skills, as well as sound judgement and great 'people' and communication skills.

Applications are invited for professional, highly motivated and capable senior consultants and Head of Consultancy. You will be required to produce high quality reports and outcomes for a wide range of commercial projects, and you will need to be competent with the use of GIS to support your text production. Successful candidates will be able to demonstrate professional commercial experience as well as the completion of successful projects. Applicants can be attached to one of our offices around the UK and there is the opportunity for some home-working. You will be accountable to the Head of Consultancy and work within the Heritage Consultancy team, or as Head of the Team accountable to our COO. We are looking for people who are adaptable, team players, and who possess excellent written English skills and consistently deliver to deadlines. A good knowledge of British archaeology is required together with a thorough working knowledge of the historic environment in relation to the planning system. A forensic attitude to consultancy work, the ability to think from multiple perspectives and a passion for accuracy are key. We are a high-performing company with a professional and friendly culture with many outstanding colleagues to work alongside.

**In return, 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/MP Connect 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	Heritage Consultant
Division	Heritage Consultancy
Accountable to	Head of Heritage Consultancy
Duration	Permanent following a 6-month probationary period
Grade	7
Annual Salary	£32,500 - £45,000 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

Perform a Heritage Consultant role and carry out a wide variety of project-related work including fieldwork, post-excavation and report production. Producing desk-based assessments, Environmental Statement chapters, setting studies, WSIs, HIAs, quality assurance report checking and grow this service within the Company. Illustration using CAD or GIS to support DBAs and ES chapters. Work closely with colleagues to ensure reports fulfill and contribute to project requirements. Work is project dependent, and you will also be required to assist with general archaeological work from time to time and to undertake other duties that may arise as required. You will be required to undertake presentations of work to varied audiences and to prepare reports for publication as required. Driving and working in different parts of the country will be required from time to time.

Applications for senior levels will be required to have management and leadership experience, including customer liaison, relationship-building, negotiation and care. You will assist in developing the consultancy service for the company, generating clients, leads and winning new work, supervising and training other team members.

### Responsibilities / Main duties

- Produce full range of consultancy services and documents including DBAs, ES chapters, WSIs, schemes of work, heritage statements, setting studies, liaise with clients and planning authorities and negotiate schemes of work etc.
- Survey, illustrative and CAD work.
- Give presentations to professional and public audiences as required.
- Take part in training programmes and staff development initiatives.
- Attend meetings as required in role of Heritage Consultant.
- Drive company vehicles when required.
- Quality assurance, report checking and editing of a wide range of Consultancy reports including standing building surveys etc.
- Willingness to learn, if not already got, skills to understand setting and visualisation studies.
- Willing to learn from and contribute to historic building surveys if not already conversant.
- Help market/network for the company and generate new work, win projects and liaise with clients, regulators and other stakeholders.
- Inculcating, promoting and delivering Vision, Mission and Culture of the Company.



## Responsibilities / Main duties

- Actively follow and promote all Company rules and procedures for yourself as well as other members of staff.
- Communicate up and down the management tree. Make decisions as appropriate, ensure tasks are completed and alert relevant person of Management Team, to any matters arising as appropriate.
- Keep any company vehicles you use tidy and roadworthy at all times. Notify Business Administrator of any faults *etc.* 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 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 calendar 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.</p>
EXPERIENCE	<p>Experience of working in a professional office environment and conducting oneself in a highly professional manner.</p> <p>Experience of producing high quality reports.</p> <p>Good experience of using CAD to produce high quality illustrations.</p> <p>Experience of successfully working to deadlines, working under own initiative as well as in part of a team.</p> <p>Applications for senior levels will be required to have management and leadership experience.</p>	<p>Experience in field and earthwork 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> <p>Experience of Historic Building Surveys.</p>
SPECIAL SKILLS	<p>In-depth knowledge of British historic buildings and architectural history.</p> <p>Genuine communication skills.</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>Motivating others.</p> <p>Excellent organisational skills.</p> <p>Computer literate.</p> <p>Full driving license.</p>	<p>Giving talks.</p> <p>Archaeological fieldwork skills.</p> <p>Speaking in meetings, conferences <i>etc.</i></p> <p>Writing of tenders, quotations.</p> <p>Supervisory skills.</p>



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.

Able to build teams, motivate staff, create a good discipline environment.

INTERESTS

Archaeology 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.



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

## 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:

Post code:

Telephone:

Email:

Work or Character reference:

Post code:

Telephone:

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: .....