



ARCHAEOLOGICAL  
RESEARCH SERVICES LTD  
*Digging with Purpose*

# JOB PROFILE

## *Assistant Project Officer*

FIELD ARCHAEOLOGY DIVISION

AND APPLICATION FORM

*Recruiting with purpose.*





## ASSISTANT PROJECT OFFICER

**Salary:** £28,780 – £30,300 (dependant on experience)

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

You will be required to have good team-working ability, enthusiasm and drive to complete tasks and contribute to the operational success of the project. You will have experience of taking part in field projects, contributing to post-excavation work, a sound knowledge of UK archaeology and the ability to write accurate, clear English. You will have responsibility for undertaking and delivering a wide range of projects where you will be accountable to the Projects Manager. Survey and IT skills will be an advantage. You must be committed to our health and safety culture and positively contribute to Company initiatives. We are a high performing company with a professional and friendly culture with many outstanding performers. We maintain a sector leading commitment to staff development and training which we require to be reciprocated, 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 etc.

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



## JOB DESCRIPTION

Job Title	Assistant Project Officer
Division	Field Archaeology
Accountable to	Project Officer
Duration	Permanent following a 6-month probationary period
Annual Salary	£28,780—£30,300
Location	Based out of one of our offices in Bakewell, Sheffield, Bedford, Sale, Tyneside, and on site across the UK where required. We particularly welcome candidates for our Bedford office.

### Job Summary

To assist in a wide variety of project-related work and to undertake archaeological fieldwork, post-excavation, digital plans and drawings, reports, archives *etc* and to undertake administrative and other duties that may arise as required. Supervision of small sites and junior staff, including organising work duties, monitoring the work undertaken by junior staff and ensuring work is undertaken correctly and to the right standard. Drawing issues to the attention of the Project Officer or Manager and taking responsibility within any given project to ensure that work gets completed on time and to budget and the job runs smoothly.

### Responsibilities / Main duties

Undertake and help deliver project work as part of a team or under own initiative for small-scale project work.

Small team management including setting tasks, motivating, monitoring, holding to account, giving feedback and training junior members of staff

Watching briefs, evaluation trenching, excavation work, fieldwalking and related work.

Sieving, sampling, metal detecting.

Recording, including context sheets, photography, drawings, survey and so forth.

Undertake and assist with post-excavation work, digitising, text, archiving and contribute to preparation of reports.

Produce illustrative material and become competent in use of CAD and GIS as well as producing basic reports on watching briefs *etc*.





## Responsibilities / Main duties

Surveying and illustrative work.

Contribute to project designs, written schemes of investigations, risk assessments etc.

Abide by health and safety policy and protocols and look after company equipment on site.

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

Attend any relevant site meetings and accompany senior staff to meetings as required.

Further the company's Vision, Mission and Culture.

Drive company vehicles when required.

Keep company vehicles tidy and roadworthy. Notify Business Admin of any faults.

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, up to a maximum of 5 extra days, 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 environment.</p> <p>Experience of taking part in archaeological projects, undertaking a range of fieldwork and post-excavation tasks and dealing with a wide-range of people.</p> <p>Undertaking a wide range of fieldwork and post-excavation tasks and dealing with a wide-range of people</p> <p>Supervising work on archaeological sites and contributing/completing post-excavation analysis and reports</p>	<p>Experience of undertaking geophysical surveys, data processing and report production</p>
SPECIAL SKILLS	<p>Full archaeological fieldwork skills,.</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>Good range of IT skills including familiarity with CAD and GIS.</p>	<p>Surveying skills</p> <p>Supervisory/Managerial skills</p> <p>Conservation/archive skills</p>



## DISPOSITION

Trustworthy and have integrity. Cheerful.  
Positive mental attitude.  
Pro-active approach to learning.  
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.  
Good sense of humour.

## INTERESTS

Archaeology of Britain. Period or thematic specialisms.

## 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.

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, 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



## 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

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

Character reference:

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: