



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

JOB PROFILE

Head of Heritage Consultancy

AND APPLICATION FORM



Recruiting with purpose





HEAD OF HERITAGE CONSULTANCY

Salary: £45,000 - £50,000 (dependant on experience)

The Position: Permanent position following 6 month probation

We are looking for a competent, motivated and team orientated Head of Heritage Consultancy to lead our Consultancy team. Our Consultancy division forms part of a leading archaeological company with varied and innovative projects across the UK and beyond. Working closely with our 'Specialist Services' division we have truly cutting-edge techniques and services that make our Consultants uniquely placed to provide a comprehensive range of solutions for evaluating, mitigating, and creating value for our Clients. This gives our Consultancy team a clear USP, and access to innovations which are leading the way in key areas of commercial archaeology.

Are you highly organized, with attention to detail and a drive to get projects completed on time? Do you have a passion for finding solutions and delivering value and benefit through archaeology? This position requires a business-focused individual with technical and analytical skills, as well as sound judgement and strong 'people person' and managerial skills. Applications are invited for a professional, highly motivated and capable Head of Heritage Consultancy with a strong track record and developed skills sets to undertake consultancy work and manage and grow our consultancy team. The successful candidate will be a member of the Senior Management team and be responsible for delivering against relevant company strategy. You will have experience of providing sound and successful client advice, production of excellent consultancy documents including GIS images, quality assurance and relationship building. We are looking for someone with excellent communication skills (listening as well as verbal and written comms). The post can be either office-based or a hybrid model of office based, plus some home working, where you will be accountable to the Chief Operating Officer. A forensic attitude to consultancy work, the ability to think from multiple perspectives and a passion for accuracy are key. A detailed working knowledge of the planning system and British archaeology is essential. You must be able to work as an effective team member who can be relied upon to deliver to deadlines and help set goals, provide support and motivate. We are a high performing company with a professional and friendly culture with many outstanding performers. We are committed to staff development and training and look forward to supporting career development and developing our team at all levels.

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



JOB DESCRIPTION

Job Title	Head of Heritage Consultancy
Division	Heritage Consultancy
Accountable to	Chief Operating Officer
Duration	Permanent following a 6-month probationary period
Annual Salary	£45,000 - £50,000 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

Carry out a wide variety of project, costing and management-related work including: forming a key member of the Company's Management Team at a senior level and contributing to management discussion, decisions and new initiatives, producing costings for consultancy work, providing advice to clients, liaising with the full range of heritage professionals, writing desk-based assessments, Environmental Statement chapters, setting studies, Heritage Statements, *etc.*, WSIs, quality assurance & report checking, networking/marketing, managing the consultancy team including setting goals, work programmes, quality assurance and advancing their technical skills and professional development, and overseeing the successful initiation and delivery of projects. Undertake negotiations with wide range of clients and stakeholders. Produce accurate, well written and persuasive documentation as appropriate. Driving. High quality and rapid illustration work using GIS to support DBAs, ES chapters, project management documentation. Responsible for developing, expanding and making more profitable the consultancy service for the company, including seeking out new job opportunities and producing costings, training of staff.

Responsibilities / Main duties

- Produce full range of consultancy services and documents including DBA's, ES chapters, WSIs, schemes of work, heritage statements, setting studies, , liaise with clients and planning authorities and negotiate schemes of work *etc.*
- Line manage within Consultancy Team relevant to role incl. project and people management, setting goals, motivating, weekly reporting, time sheet auditing, identifying personal development needs, appraisals.
- Quality assurance, report checking and editing of a wide range of Consultancy reports including standing building surveys *etc.*
- Illustrative and GIS work to support DBA's, Setting Studies, ES chapters including willingness to learn, if not already got, skills to understand setting and visualisation studies.
- Help market/network for the company and generate new work, win projects and liaise with clients, regulators and other stakeholders.



Responsibilities / Main duties

- Adopt, enact and actively promote the company's vision, mission and values.
- Performing as a key member of the Company's Management Team at a senior level contributing to management discision, decisions and new initiatives with responsibility for the Consultancy arm of the Company, its revenue, range of services, quality and net profit and monthly reporting of KPIs
- Generate new leads and produce and negotiate costs for Consultancy work following the ARS Ltd sales system and market the Company where possible.
- Liaise and negotiate with historic environment curators, clients and other parties as required.
- Produce DBAs, ES chapters, heritage statements, WSIs, schemes of work, setting studies *etc.*, liaise with clients and planning authorities and negotiate schemes of work *etc.*
- Give presentations to professional and public audiences as required.
- Take part in training programmes and staff development initiatives and assist in training of others as appropriate.
- Attend meetings as required.
- 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 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 = 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
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 an office environment and conducting oneself in a highly professional manner.</p> <p>Motivating and supervising staff and dealing with clients, curators and the public.</p> <p>Team leadership, line management, goal-setting, holding staff to account and getting results through others.</p> <p>Documented experience of producing high quality desk-based assessments, environmental statement chapters, setting studies, heritage statements, WSIs and delivering consultancy services to clients including local authority and client negotiation.</p> <p>Experienced in exercising sound judgement and delivering successful outcomes that take account of the subtleties and complexities that are often required in the provision of good independent consultancy advice.</p> <p>Experience of quality assurance including report checking of consultancy documents, 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>	<p>Experience in field and earth-work 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>
SPECIAL SKILLS	<p>In-depth knowledge of the English planning system and particularly with respect to the Historic Environment</p> <p>Authentic high quality communication skills (listening, oral and written) and ability to quickly build rapport with a lead/client/team members, and to communicate effectively downstream and upstream within a defined management structure.</p>	<p>Knowledge of planning system of Scotland, Wales, Northern Ireland or other jurisdictions beyond England.</p> <p>Speaking in meetings, and giving talks and presentations <i>etc.</i></p>



SPECIAL SKILLS

Excellent organisational skills.

Writing full and persuasive project designs.

Excellent written English and ability to express one-self accurately and take account of the nuances required in the production of first rate DBAs and Environmental Statement chapters.

Self-discipline, attention to detail, excellent numeracy, forensic accuracy.

Ability to deeply analyse data and make effective recommendations/decisions based on that analysis.

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

Ability to follow systems and ensure those in your team also follow proscribed systems.

Computer literate including competency in use of GIS.

Full driving license

Managerial skills.

DISPOSITION

Trustworthy and integrity.

Cheerful and tolerant

Exceptionally organised and self-disciplined.

Be able to remain calm, confident and competent under pressure

Humble but confident.

Positive and upbeat.

Willing to function as part of a motivated and thriving team and willing to give and take instructions.

Analytical with a good splash of creativity.

Very resourceful and natural problem solver.

Outstanding interpersonal skills.

Able to work individually and as part of a team.



DISPOSITION	Loyal.	Cheerful and tolerant
	Motivated to help others.	Be able to remain calm, confident and competent under pressure
	Able to remain calm, confident and competent under pressure.	
	Good sense of humour.	
INTERESTS	Archaeology of Britain.	Period or thematic specialisms.
SPECIAL REQUIREMENTS	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 <i>etc.</i> including outside of work hours.	
	Ambitious to assist in growing the Company, assisting with staff development and taking the Company forward.	
	Keen to align oneself with, and promote, the vision, mission and values of the Company	



VISSION, MISSION, AND CULTURE

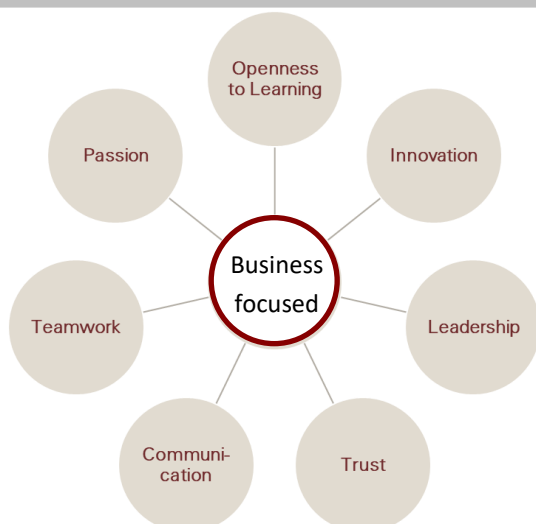


Vision

Innovative world-class heritage
leaders

Mission (our 'Purpose')

To investigate archaeological remains to create
value, inspire people and generate new knowledge
and understanding



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. Provide full name of University/ College/ and address. If no further education qualifications, please state GCSE's and / or A-Levels	Dates attended from, to	Qualifications including grade achieved



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:

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: