



ARCHAEOLOGICAL  
RESEARCH SERVICES LTD  
*Digging with Purpose*

# JOB PROFILE

## Geomatics Officer



Recruiting with purpose





## GEOMATICS OFFICER

**Salary:** £30,000 – £38,000 (dependent on experience)

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

Archaeological Research Services Ltd is recruiting a Senior Geomatics Officer for our Fieldwork Department.

Applications are invited for a highly motivated and proficient geomatics officer, experienced in surveying, GIS and spatial data integration, articulation and visualisation within archaeology. Ideally the successful candidate will have experience undertaking in-field survey and recording and combining it with other remote sensing data such as that from Lidar, HER records, BGS data and satellite imagery within a GIS environment. Experience with drone survey, with an accompanying drone license, is welcomed, and if not a willingness to be trained. We are looking for a professional and capable geomatics specialist backed up with previous archaeological fieldwork experience so that they can both run and oversee site survey, taking the data from capture through to publication and archiving.

This post will be based at our Bakewell/Sheffield offices, with travel for surveys, site visits and training as appropriate. A full UK driving license is a must for this role as our work is UK-wide, often in remote locations.

This is a rare opportunity to use state of the art equipment with high-resolution datasets at your fingertips, working within an innovative, supportive and forward-thinking team. There will also be the opportunity to undertake landscape surveys, walkover surveys, topographical surveys, as well as other survey applications.

A thorough knowledge of British archaeology is helpful and the ability to 'make sense' of remote-sensing data of various kinds within a GIS environment. You must be able to work as an effective team member who can be relied on to deliver to deadlines. We are a high performing company with a professional and friendly culture, many outstanding performers and a committed management team with an open door policy. 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:**

- Competitive salary
- Bonus scheme linked to achieving Company performance targets
- Attractive company pension contribution
- Life assurance cover
- Sector-leading commitment to training and career progression
- Member of the Company's health cash plan which includes a range of health services and financial support
- Discounts and rewards on health, fitness and entertainment
- 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 CIIfA 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 and included in this pack )
- Full CV
- Equal opportunities form is optional (downloadable from our website)



## JOB DESCRIPTION

Job Title	Geomatics Officer
Division	Fieldwork
Accountable to	Head of Field Archaeology
Duration	Permanent following a 6-month probationary period
Annual Salary	£30,000 – £38,000 depending on experience
Location	Ideally Bakewell based, otherwise one of our other offices (Sheffield, Bedford, Sale, Tyne-side) with regular Bakewell visits, and on site visits across the UK as required.

### Job Summary

Perform a Geomatics Officer role, including site survey and creating and analysing spatial data, working to the Head of Field Archaeology. Undertake drone surveys, 3D modelling and photogrammetry, though we welcome other digital recording techniques. Train more junior staff in surveying and data processing. Develop and enhance systems and manage others working within that system. Undertake other duties that may arise as required. Driving company vehicles when required. Undertake discussions with wide range of clients and stakeholders. Contribute to Company growth and be an active high performing team player.

### Responsibilities / Main duties

- Contribute to the Fieldwork Team through surveying, spatial data processing and illustrative and digitisation work
- Undertake fieldwork collecting field data via drone and surveying with GPS equipment or Total Stations
- Process, analyse and interpret data, ideally in QGIS although experience in GIS and CAD is welcomed
- Digital recording including photogrammetry and 3D modelling
- Achieve deliverables, encourage participation and innovation across the company.
- Lead and manage sites, teams and survey, set goals and tasks, motivate, hold to account, give feedback and train more junior members of the team.
- Liaise with clients and planning archaeologists as per level of role.
- Inculcating, promoting and delivering Vision, Mission and Culture of the Company.
- Actively follow and enforce all Company rules and procedures for yourself as well as other members of staff.
- Input to new project initiatives (e.g. commercial, community, commissioned, research and development).



### Responsibilities / Main duties

- 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.
- Adhere to Company policies including health and safety policy and maintain and train people in use of specialist equipment.
- Take active role in networking on behalf of the company.
- Keep company vehicles 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, up to a maximum of 5 additional 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 ClfA</p>
EXPERIENCE	<p>Experience of working in an office environment and conducting oneself in a professional manner.</p> <p>Documented experience of surveying, either using GPS or Total Station</p> <p>Experience with spatial data production, editing and interpretation.</p> <p>Experience in the use of GIS or CAD</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>For senior role: experience of running archaeological projects, managing people and projects and their delivery, running sites or surveys, supervising and motivating staff and dealing with clients, curators and the public.</p>	<p>Experience in photogrammetry applications, 3D modelling or other digital recording techniques.</p> <p>Drone piloting and aerial mapping and interpretation.</p> <p>Ability to produce illustrations based on survey data for reports.</p>
SPECIAL SKILLS	<p>High level understanding of archaeological fieldwork, including ability to judge most appropriate methods, quantums of work required.</p> <p>Have attained specialist skills in survey and spatial data.</p> <p>Authentic high quality communication skills (listening, oral and written) and ability to quickly build rapport with teams and line manager.</p>	<p>Proficient in QGIS</p>



### SPECIAL SKILLS

For senior role - 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 in survey and spatial data.

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 suite.

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



## 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

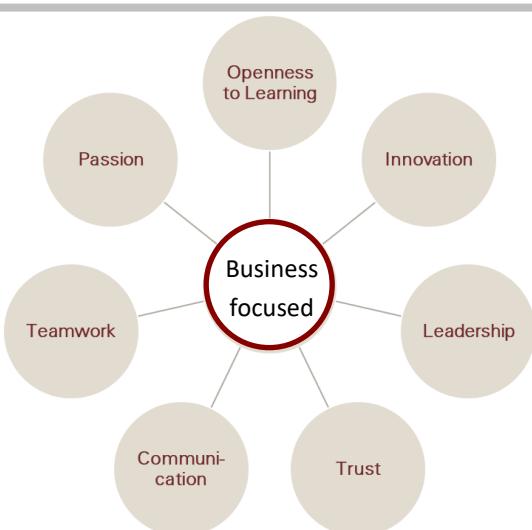
Leadership

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.  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
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## Previous employment

Name and address of employer	Dates	Job title and duties	Reason for leaving

## Previous relevant experience

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### 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:** .....