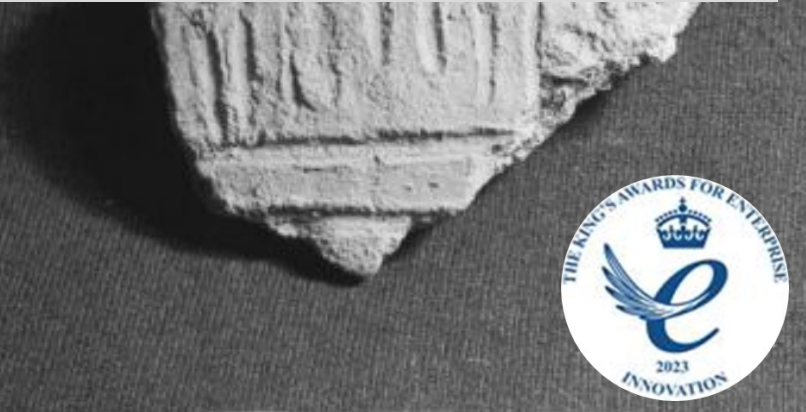
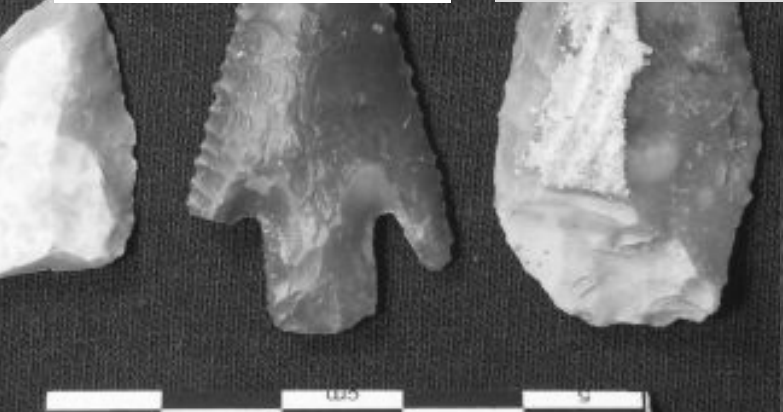




ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

JOB PROFILE
*Post Excavation &
Archives Officer*
FIELD ARCHAEOLOGY DIVISION





POST EXCAVATION & ARCHIVES OFFICER/ SENIOR POST EXCAVATION & ARCHIVES OFFICER

Salary: £29,931 – £38,800 (dependent on experience)

The Position: Permanent position following 6 month probation

Archaeological Research Services Ltd are recruiting a Post Excavation & Archives Officer (or senior level Officer) attached to our Bakewell HQ. We have positions available for an immediate start.

You will be required to have good team-working ability, enthusiasm and drive to complete tasks and contribute to the operational success of projects. You will have experience of taking part in field projects, archiving and contributing to post-excavation work, a sound knowledge of UK archaeology and the ability to write accurate, clear English. You will be responsible for undertaking and helping deliver a wide range of archiving and post-ex projects, both commercial and research-based, from finds processing through to report writing, where you will be accountable to the Projects Officer and Manager and Head of Fieldwork as appropriate. You must be able to work as an effective team member who can be relied on to deliver to deadlines. GIS skills are an advantage. For a senior level position, you must be able to effectively manage projects and a team, and have thorough experience of delivering archiving and post excavation work, including potentially contributing to publications.

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 business-focused 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.

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
- Quality accommodation provided for away work with competitive 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)
- Full CV
- Equal opportunities form is optional (downloadable from our website)



JOB DESCRIPTION

| | |
|----------------|--|
| Job Title | Post Excavation and Archives Officer |
| Division | Field Archaeology |
| Accountable to | Project Officer |
| Duration | Permanent following a 6-month probationary period |
| Annual Salary | £29,931-£38,800 dependent on experience |
| Location | Based out of our Bakewell HQ, and on site as required. |

Job Summary

To assist in and deliver a wide variety of project-related work and to undertake and support all aspects of post-excavation, including finds processing, the creation of digital plans, drawings and reports, matrices, dealing with specialists and driving project completion, the preparation and deposition of archives. Undertake administrative and other duties that may arise as required. Drawing issues to the attention of the Project Officer or Manager. For senior role– Lead the post ex department taking projects through to publication. Supervision of staff, including organising work duties according to the staff planner, monitoring the work undertaken, ensuring it is completed to the right standard. Manage projects, ensuring they are completed to time and budget and produce accurate, timely invoices.

Responsibilities / Main duties

Undertake and support post-excavation work including finds processing and assist in the preparation of reports and publications, assess data and place sites in their regional / national context, quality assurance and report editing and checking.

Become competent in the use of GIS and/or other relevant IT packages in order to produce illustrative material for reports and publications.

Prepare physical and digital archives for deposition, and liaise with specialists for finds analysis (i.e. sending/receiving material).

Pro-actively further the company's vision, mission and culture.

Drive company vehicles when required. 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.

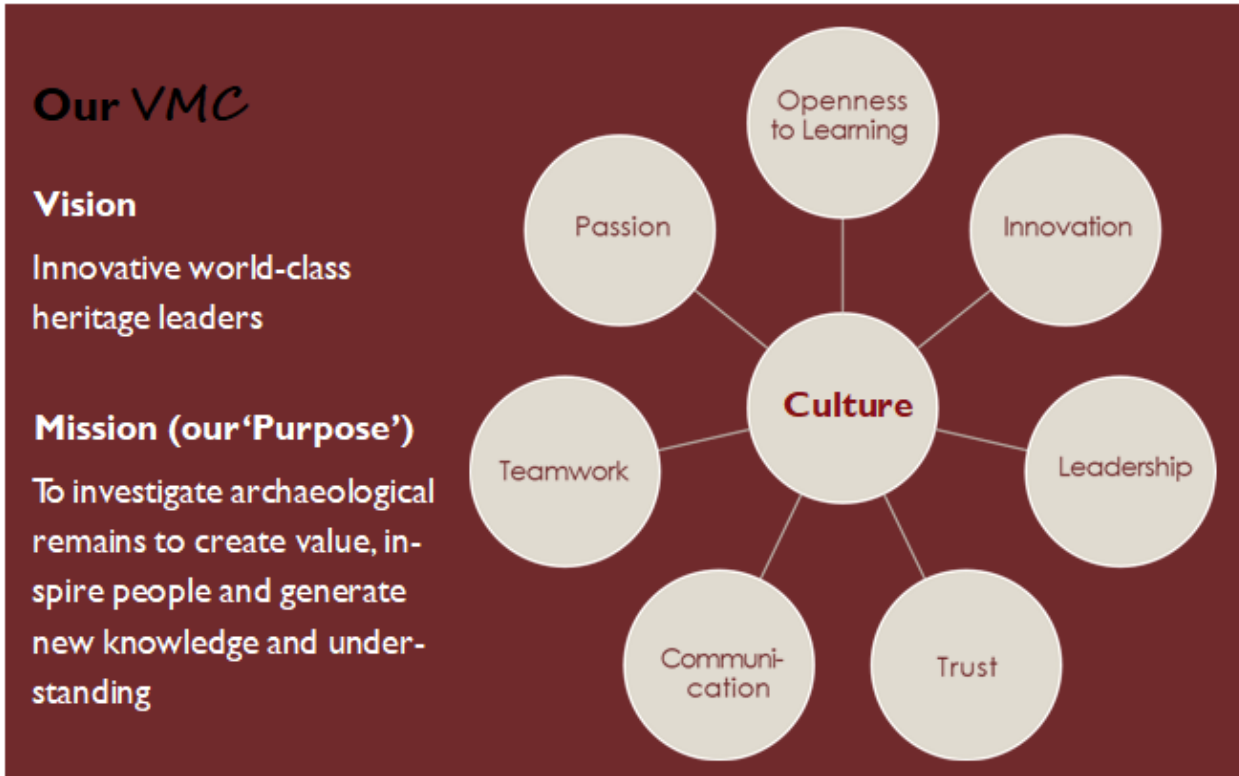
Take part in training, staff and personal development initiatives/coaching. Commitment to driving own development

Undertake occasional out of hours work on behalf of the company such as attending conferences, giving talks or making essential phone calls.

Responsibilities / Main duties

- For senior level position:
- Take a lead role in organising work, communicating with managers and clients.
 - Manage and oversee the Post-Ex and Archives team.
 - Ensure post-excavation standards and assist APOs/POs where required (e.g. checking context sheets and registers, finds processing, photography, digitisation and so forth).
 - Create and maintain an accurate spreadsheet of post-excavation projects, their status and collection of metrics for monitoring progress. To be updated and reviewed weekly with Projects Manager.
 - Undertake and support publication work, including report checking, assisting with publication writing, preparation, submission and figure production. Review weekly with the Specialist services Manager.
 - Contribute to project designs, written schemes of investigation, risk assessments etc.
 - Independently manage post-excavation stage of projects, ensuring accurate and timely invoicing

| | |
|-----------------------|---|
| 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 calendar 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 ClfA.</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>Ability to follow systems and rules.</p> <p>Experience of successfully working to deadlines, working under own initiative as well as in part of a team.</p> | |
| SPECIAL SKILLS | <p>Full archaeological fieldwork skills to complement post-excavation specialism.</p> <p>Demonstratable experience in post excavation process from finds processing through to report writing.</p> <p>For senior level positions– prior experience in managing commercial post excavation projects including supervising staff and contributing to publications.</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>Good range of IT skills including use of Office.</p> <p>Full manual driving license.</p> <p>Health and Safety awareness</p> | <p>Surveying skills</p> <p>Familiarity with CAD and GIS.</p> |



| | | |
|----------------|---|---------------------------------|
| DISPOSITION | Trustworthy and have integrity. 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. 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. | Cheerful. |
| INTERESTS | Archaeology of Britain. | Period or thematic specialisms. |
| SPECIAL SKILLS | Willing to work a range of hours in order to attend meetings and take advantage of training courses. Able and willing to travel throughout the UK for site work, 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 it forward. Keen to align oneself with, and promote, the vision, mission and values of the company. | |



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

Interests



Please detail any further information you wish to put forward to support your application

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

Employment reference (most recent employer):

Character reference (ie. Lecturer, colleague, fieldwork volunteer etc.):

Email:

Email:

Telephone:

Telephone:



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, but is not limited to, identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

Your data will be shared with the relevant HR personnel and Hiring managers so that they can review applications, conduct interviews and make recruitment decisions. We will not share any identifiable information about you with third parties during the application process without your consent unless the law allows or requires us to do so.

How long we keep your data

If your application is unsuccessful, we will retain your personal data for 12 months after the recruitment process has ended. This is to:

- Respond to any queries or feedback requests
- Demonstrate fair and non-discriminatory recruitment practices
- Defend potential legal claims

After this period, your data will be securely deleted within 3 months (data is deleted in batches every quarter).

This privacy notice does not form part of an employment offer or contract between us. If your application is successful and we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

Talent Pool (Optional)

If you would like us to consider you for future opportunities, you may opt in to join our Talent Pool by ticking the box below.

By opting in:

- We will retain your application data for a longer period of 24 months
- We may contact you about relevant future vacancies

You are free to withdraw your consent at any time by contacting us, and your data will then be deleted in line with our standard retention period.

I consent to my data being retained in the Talent Pool for future opportunities

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, want to request data deletion or have any questions regarding data protection, please email us with the Subject "Data Protection Request". You can also see our full recruitment privacy notice here:

<https://archaeologicalresearchservices.com/about-us/careers/>

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. I understand that an application form must be completed in full and submitted alongside a CV and cover letter, otherwise the application will not be considered

Signed:

Date: