



ARCHAEOLOGICAL  
RESEARCH SERVICES LTD  
*Digging with Purpose*

# JOB PROFILE

## *Project Officer*

FIELD ARCHAEOLOGY DIVISION

AND APPLICATION FORM





## PROJECT OFFICER

**Salary:** £33,852 – £38,800 (dependant on experience)

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

Archaeological Research Services Ltd are recruiting Project Officers for work on a variety of projects around the UK, attached to one of our offices. We have positions available for an immediate start. We particularly welcome candidates for our Bedford office.

Applications are invited for professional and capable Project Officers with experience of organising and running field projects, leading teams, completing post-excavation work and producing high quality reports for a wide range of projects. You need to be highly motivated with a drive to get projects completed on time. You must be highly organised and efficient. Survey and IT skills will be an advantage. A good knowledge of British archaeology is essential. You must be able to work as an effective team member who can be relied on to deliver to deadlines and standards.

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](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	Project Officer
Division	Field Archaeology
Accountable to	Project Manager
Duration	Permanent following a 6-month probationary period
Annual Salary	£33, 852 - £38,800
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 Project Officer role on a variety of projects including production of WSIs and RAMS, fieldwork, post-excavation, reports, archives *etc*, as required and to undertake project and personnel supervision, give and take instructions and report to your line manager. Administrative duties and to undertake other duties that may arise as required. Illustration and creative work. Undertake discussions with wide range of clients and stakeholders. Produce accurate, well written reports. Alert relevant person of Management Team to any matters arising and overseeing care of Company Equipment and on-site health and safety. Contribute to Company growth and be an active high performing team player.

### Responsibilities / Main duties

- Lead and manage sites and teams, set goals and tasks, motivate, hold to account, give feedback and train more junior members of the team
- Communicate up and down the management tree, alerting relevant person of Management Team to any matters arising
- Ensure compliance with the Company's health and safety policy and protocols and ensure Company equipment is looked after
- Undertake, manage and organise WSIs, project teams, fieldwork, post-excavation work, reporting and archiving and contribute to publications. Ideally be able to undertake site survey, data processing and illustrative and digitisation work (incl. use of CAD Draftsight and QGIS)
- Liaise with clients, county archaeological officers and other curators as appropriate
- Take an active role in networking on behalf of the company
- Attend meetings as required, including meetings with all project stakeholders
- Take part in training, staff and personal development initiatives / coaching
- Further the company's vision, mission and core values
- Drive company vehicles when required. Keep company vehicles tidy and roadworthy at all times. Notify Business Admin of any fault 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 members of ARS

## Business-focused *Archaeology*



ARCHAEOLOGICAL  
RESEARCH SERVICES LTD  
*Digging with Purpose*

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.

## Our VMC

### Vision

Innovative world-class  
heritage leaders

### Mission (our 'Purpose')

To investigate archaeological  
remains to create value, in-  
spire people and generate  
new knowledge and under-  
standing





## 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>Experience of running archaeological projects, running sites, supervising and motivating staff and dealing with clients, curators and the public</p> <p>Documented experience of organising and delivering post-excavation work and producing high quality written work, digital graphics and reports</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 report checking, including 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 using QGIS or CAD-Draftsight</p>
SPECIAL SKILLS	<p>Full archaeological fieldwork skills, including ability to survey and layout trenches</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>Speaking in meetings, and giving talks and presentations <i>etc.</i></p> <p>Writing full and persuasive project designs.</p>



## SPECIAL SKILLS

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

Highly computer literate including use of Microsoft Office, CAD or commitment to learning it quickly, survey software

Full manual driving license

## DISPOSITION

Trustworthy and have integrity

Cheerful

Positive mental attitude

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

## 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.

Willing to learn and develop understanding of the NEC3 contracts and how to manage projects

Deliver the ISO accreditations and compliance for the company

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



## 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**

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

**Previous relevant experience**

**Interests**





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:** .....