



**ARCHAEOLOGICAL
RESEARCH SERVICES LTD**
Digging with Purpose



JOB PROFILE

Senior Scientific Officer (Osteoarchaeology)

Recruiting with purpose

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SENIOR SCIENTIFIC OFFICER (OSTEOARCHAEOLOGY)

Salary: £33,852 – £39,000 (dependent on experience)

The Position: Permanent position following 6 month probation
Archaeological Research Services Ltd are recruiting a Senior Osteoarchaeology specialist to join our highly regarded Specialist Services team at Senior Scientific Officer level.

Applications are invited for a professional, highly motivated, and capable osteologist, with demonstrable experience and specialism in excavating, identifying, analysing, recording and producing reports on human remains including assessment, analysis and ideally a track record of publications. You will also need a good working knowledge of sub-specialisms including aDNA, stable isotopes, peptide analysis so that you can sample for these analyses and liaise with external specialists providing these services and combine their results into the osteological reporting.

This post will be based out of one of our offices, and ideally our Bakewell HQ. Travel will be required for any fieldwork, conferences, training events *etc.* A full UK driving license is essential.

Working as part of a vibrant and varied team of specialists, you will lead on all aspects of osteoarchaeology within the Specialist Services department, assessing and analysing human remains. You'll be responsible for delivering your workload and will process, visualise and interpret the data, and produce quality reports. This is a unique opportunity to work within an innovative, supportive and forward-thinking team. There will be opportunity to take part in fieldwork and survey alongside the osteology specialism.

A thorough knowledge of British archaeology is helpful. 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 dedicated 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
- Quality 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)
- Full CV
- Equal opportunities form is optional (downloadable from our website)



JOB DESCRIPTION

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|----------------|--|
| Job Title | Senior Scientific Officer (Osteoarchaeology) |
| Division | Specialist Services |
| Accountable to | Head of Specialist Services |
| Duration | Permanent following a 6-month probationary period |
| Annual Salary | £33,852 – £39,000 depending on experience |
| Location | One of our offices, ideally our Bakewell HQ, and on site visits across the UK as required. |

Job Summary

Work to Head of Specialist Services. Perform a Senior Scientific Officer role on a variety of projects relating to osteological materials, 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. Maintain specialist work area/laboratory and organisation of osteological materials. Illustration and creative work incl. 3D modelling/ CAD (Draftsight)/ QGIS. 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. Administrative duties and to undertake other duties that may arise as required.

Responsibilities / Main duties

- Help grow and prosper the Specialist Services division of the Company and contribute to innovation.
- Take a lead on osteoarchaeological material from excavation through to publication
- Liaise with clients and planning archaeologists as per level of role.
- Undertake fieldwork collecting field data to inform specialist reports
- Process and analyse data and produce well written and high-quality reports.
- 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).
- 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.
- Driving. 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, networking, 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. |

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 and any osteology associations/groups</p> |
| EXPERIENCE | <p>Experience of working in an office environment and conducting oneself in a professional manner.</p> <p>Documented experience of running archaeological/osteology projects, managing people and projects and their delivery, supervising and motivating staff, producing reports and publications and dealing with clients, curators and the public.</p> <p>Specialism in excavating, identifying, analysing, recording and producing reports on human remains including assessment, analysis and ideally a track record of publications.</p> <p>Data processing, analysis and reporting.</p> <p>Producing high quality written work and reports.</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>Experience in archaeological fieldwork.</p> <p>Experience in photogrammetry applications.</p> <p>Experience in the use of GIS.</p> <p>Proven ability to run projects to time and cost and complete them to client satisfaction with rapid invoicing.</p> |
| SPECIAL SKILLS | <p>High level understanding of osteology, including ability to judge most appropriate methods, quantum of work required, ability to cost jobs and to persuade and negotiate with local authority archaeologists.</p> <p>Authentic high quality communication skills (listening, oral and written) and ability to quickly build rapport with teams and line manager.</p> | <p>Specific Osteology specialism e.g. aDNA, stable isotopes, peptide analysis</p> |



SPECIAL SKILLS

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.

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 and other programmes including ideally CAD and GIS.

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



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

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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 12 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: