ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

JOB PROFILE

Geoarchaeology/ Palaeoenvironmental Officer

AND APPLICATION FORM

THE KING'S AWARDS FOR ENTERPRISE 2023 INNOVATION

Business-focused *Archaeology*

ARCHAEOLOGICAL RESEARCH SERVICES LTD
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PALAEOENVIRONMENTAL/GEOARCHAEOLOGICAL OFFICER

Salary: £29,931—£42,000 (dependent on experience)

The Position: Permanent position following 5 month probation

Archaeological Research Services Ltd are recruiting for a Paleoenvironmental or Geoarchaeological Officer, for a rare opportunity to work in a leading archaeological company with varied and innovative projects around the UK and potentially beyond.

Our 'Specialist Services' division, where we have brought truly cutting-edge techniques together to lead the way with our 'Landscape Prospection Service' amongst other specialisms, is looking for someone who has experience as a commercial palaeoenvironmental analyst with skills and experience of monolith sampling and botanical macrofossil assessment and analysis and charred wood identification, sediment logging and interpretation skills, and is proficient at producing reports, using IT.

This post will be based at our Bakewell Office HQ with travel for meetings, site visits and training as appropriate. You will be responsible for contributing work on commercial and research-based archaeological projects. A thorough knowledge of British archaeology is helpful and the ability to 'make sense' of geoarchaeological data and sites and place them in their regional/national context. 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 and with many outstanding performers. 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:

- 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 CIfA and AEA 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	Palaeoenvironmental/Geoarchaeology Officer
Division	Specialist Services
Accountable to	Head of Specialist Services
Duration	Permanent following a 5-month probationary period
Annual Salary	£29,931—£42,000 depending on experience
Location	Based out of our office in Bakewell and on site visits across the UK as required.

Job Summary

Working closely with other talented individuals within the Specialist Services Division as a Palaeoenvironmental Officer including sharing and integrating data as part of our Landscape Prospection Service where geoarchaeological, palaeoenvironmental, geophysical, geochemical, remote sensing and other data is integrated to examine and understand landscapes, their taphonomy and to drive targeted archaeological and palaeoenvironmental investigations. Produce high quality reports for commercial and commissioned projects, and contribute to publications where appropriate. If applying for a senior position, you will need to be able to demonstrate a clear track record of previous delivery as well as examples of your work.

Responsibilities / Main duties

- Help grow and prosper the Specialist Services division of the Company and contribute to data sharing, integration and innovation

- Undertake palaeoenvironmental assessment and analysis, including flotation, botanical macrofossil assessment and analysis, charred wood analysis and any other specialisms such as pollen, ostracods, diatoms, insects *etc*. and/or undertake geoarchaeological mapping, sediment coring, characterisation and analysis.

- Sample for and send off samples for C14 dating. Ability to produce/interpret form age-depth models will be an advantage

- Liaise with clients and planning archaeologists as well as internal team members as required.

- Undertake fieldwork and advise on sampling strategies. Process data, analyse and map it. Complete associated post-excavation work, archiving, and produce well written and high-quality reports. Contribute to publications as appropriate.

- Attend meetings as required

- Ensure lab equipment is maintained and serviced, order new supplies as required

- Participate in team engagement initiatives

- Assist and take part in staff training and development, ensuring continuous improvement in your own and your teams' performance through initiating training, mentoring and improved practices. Quality Assurance of teams' output

- Communicate up and down the management tree

- Any other duties as required e.g. driving company vehicles, admin tasks *etc*.

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 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 = 1 week After 1 month & within probation period = 2 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, inspire people and generate new knowledge and understanding

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EDUCATIONAL AND OCCUPATIONAL ATTAINMENT	Educated to degree level or above We welcome applications from those without degrees who can demonstrate similar levels of attainment.	A relevant professional qualification. Member of CIfA or IHBC
EXPERIENCE	Experience of working in an office environment and conducting oneself in a professional manner. Professional, highly motivated and capable geoarchaeological or palaeoenvironmental specialist with an excellent track record in undertaking geoarchaeological or paleoenvironmental work. Data processing, analysis and commercial reporting. Producing high quality written work and reports. Experience of health and safety responsibilities and ability to ensure all staff conform to requirements and adopt organisation's health and safety culture. Experience of successfully working to deadlines, working under own initiative as well as in part of a team. For senior positions, experience of running geoarchaeological projects, managing people and projects and their delivery, supervising and motivating staff and dealing with clients, curators and the public.	Experience in laser scanning. Experience in the use of GIS. Experience in the use of Rockworks. Proven ability to run projects to time and cost and complete them to client satisfaction with rapid invoicing. Any additional specialism such as palaeoenvironmental. .
SPECIAL SKILLS	High level understanding of geoarchaeological/ palaeoenvironmental work, including ability to judge most appropriate methods, quantums of work required, and for senior positions ability to cost jobs and to persuade and negotiate with local authority archaeologists. Skilled in identifying, analysing and reporting on sediments/environmental proxies. Producing visual outputs documenting the varying archaeological potential across sites/ landscapes. Authentic high quality communication skills (listening, oral and written) and ability to quickly build rapport with teams and line manager.	

SPECIAL SKILLS	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. 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 Rockworks and GIS. Full manual driving license.	
DISPOSITION	Good communication and interpersonal skills Able to work individually and as part of a team	Cheerful and tolerant 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	

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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:	Work or Character reference:
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:** …….