ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

JOB PROFILE

HERITAGE CONSULTANT

Consultancy Division









Recruiting *with purpose.*

Business-dedicated *Archaeology*

ARCHAEOLOGICAL RESEARCH SERVICES LTD
Digging with Purpose

HERITAGE CONSULTANT

Salary: £33,852-£42,000 depending on experience

The Position: Permanent position following 5-month probation.

Are you a highly organised Heritage Consultant with attention to detail and a drive to get projects completed on time? Do you have a passion for delivering value and benefit through archaeology? This position requires technical and analytical skills, as well as sound judgement and great 'people' and communication skills.

Applications are invited for professional, highly motivated and capable consultants. You will be required to produce high quality reports and outcomes for a wide range of commercial projects, and you will need to be competent with the use of GIS to support your text production. Successful candidates will be able to demonstrate professional commercial experience as well as the completion of successful projects. Applicants can be attached to one of our offices around the UK and there is the opportunity for some home-working. You will be accountable to the Head of Consultancy and work within the Heritage Consultancy team. We are looking for people who are adaptable, team players, and who possess excellent written English skills and consistently deliver to deadlines. A good knowledge of British archaeology is required together with a thorough working knowledge of the historic environment in relation to the planning system. A forensic attitude to consultancy work, the ability to think from multiple perspectives and a passion for accuracy are key. We are a high-performing company with a professional and friendly culture with many outstanding colleagues to work alongside

Employee benefits:

· Strong, positive corporate culture and friendly management team
· Competitive salary
· We are an award-winning employee-owned business, where every team member shares in our success through an engaged ownership culture and the potential for annual income tax-free bonuses (subject to company performance and eligibility criteria)
· Sector-leading 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
· 29 days annual leave (including Bank Holidays),with 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 workwear
· 100% of CIfA 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 careers section of our website)
· Full CV
· Equal opportunities form is optional (downloadable from the careers section of our website)

Business-dedicated *Archaeology*

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JOB DESCRIPTION

Job Title	Heritage Consultant
Division	Consultancy
Duration	Permanent following 5-month probation period
Annual Salary	£33,852-£42,000 depending on experience
Location	Based out of one of our offices (Bakewell, Sheffield, Sale, Tyneside, Bedford or Cheltenham) and on sites across the UK as required.

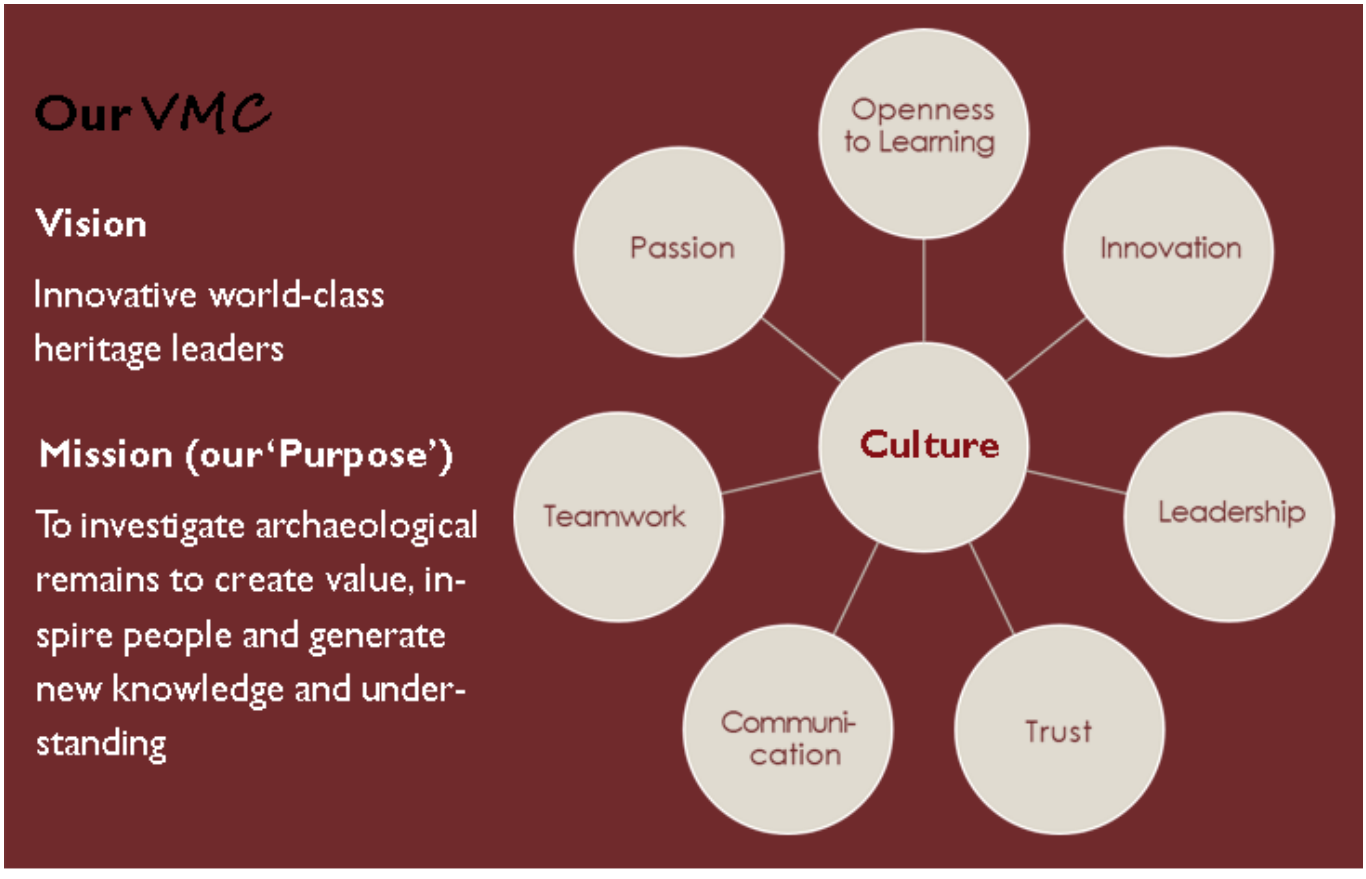
Job summary

We are looking for an experienced Heritage Consultant to carry out a wide variety of project-related work including producing desk-based assessments, Environmental Statement chapters, setting studies, WSIs, HIAs, quality assurance and report checking. Strong competency in GIS to support DBAs and ES chapters is also required. The successful candidate will work closely with colleagues to ensure their work blends across our archaeological contracting delivery as part of our end to end service. You can expect a dynamic work environment with a friendly and supportive team and with many opportunities for training and further progression. ARS Ltd is a market-leading Company with a high performing team and culture with a long history of supporting team and individual growth.

Responsibilities / Main duties

- Produce full range of consultancy services and documents including DBAs, ES chapters, WSIs, schemes of work, heritage statements, setting studies, liaise with clients and planning authorities and negotiate schemes of work *etc.*
- GIS work
- Give presentations to professional and public audiences if required
- Attend meetings and provide advice as required in role of Heritage Consultant
- Quality assurance, report checking and editing of a wide range of Consultancy reports including standing building surveys *etc.*
- Help market/network for the company and generate new work, win projects and liaise with clients, regulators and other stakeholders
- Take part in training programmes and staff development initiatives
- Inculcating, promoting and delivering Vision, Mission and Culture of the Company
- Communicate up and down the management tree, take decisions as appropriate, ensure tasks are completed and alert relevant person of Management Team to any matters arising as appropriate
- Actively follow and enforce all Company rules and procedures for yourself as well as other members of staff
- Use of company vehicle if needed, keep them tidy and roadworthy at all times. Notify Admin of any faults
- 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 excl. breaks
Annual leave	21 days holiday per year plus statutory bank holidays (8 days). On completion of one full calendar years' service (January-December), leave entitlement is increased by one day, per additional year worked, up to a maximum of 5 additional 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.



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
EXPERIENCE	Experience of working in a professional office Environment Experience of producing high quality consultancy work Full experience of using GIS to produce high quality mapping Experience of successfully working to deadlines and budget, working under own initiative as well as part of a team Wide variety of project-related experience e.g. desk-based assessments, Environmental Statement chapters, setting studies, WSIs, HIAs, Schemes of work, quality assurance report checking	Experience of public consultations National Infrastructure Project consultancy Experience of Historic Building Surveys
SPECIAL SKILLS	Genuine communication skills Excellent written English and ability to express oneself accurately and take account of the nuances required in the production of first rate reports Motivating self and others Computer literate Full driving license	In-depth knowledge of British historic buildings and architectural history Giving talks Archaeological fieldwork background Speaking in meetings, conferences Supervisory skills

	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	
DISPOSITION	Trustworthy and have integrity Positive mental attitude Business dedicated focus Exceptionally organised Humble but confident Willing to function and contribute as part of a motivated and thriving team Resourceful and natural problem solver Outstanding interpersonal skills Loyal Able to remain calm, confident and competent under pressure Desire to be the best you can be	Cheerful Good sense of humour
INTERESTS	Archaeology of Britain	Period or thematic specialisms