



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

JOB PROFILE

ARCHAEOLOGICAL OFFICER

Fieldwork Division







Recruiting *with purpose.*

Business-dedicated *Archaeology*

ARCHAEOLOGICAL RESEARCH SERVICES LTD
Digging with Purpose

ARCHAEOLOGICAL OFFICER

Salary: £27,200 – £27,800 depending on experience

Permanent position following 5-month probation period

Archaeological Research Services Ltd are recruiting Archaeological 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.

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, 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 delivering a wide range of projects, both commercial and research-based, where you will be accountable to the Projects Officer and Manager. You must be able to work as an effective team member who can be relied on to deliver to deadlines. Survey and IT skills are an advantage.

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.

Employee benefits:

· Strong, positive corporate culture and friendly management team
· Competitive salary
· As an employee-owned business, every team member shares in our success through an engaged ownership culture and the potential for annual tax-free bonuses (subject to company performance and eligibility criteria)
· 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),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)

JOB DESCRIPTION

Job Title	Archaeological Officer
Division	Fieldwork
Duration	Permanent following 5-month probation period
Annual Salary	£27,200-£27,800 depending on experience
Location	Based out of one of our offices in Bakewell, Cheltenham, Sheffield, Bedford, Sale or Tyneside, and on sites across the UK as required.

Job summary

To carry out a wide variety of project-related work and assist in undertaking and completing fieldwork and recording, and to undertake as required sample-taking and processing, survey work and finds processing. Contribute to post-excavation work, undertake illustrations, archives *etc.* and to assist with administrative, clerical and general office duties that may arise as required.

Responsibilities / Main duties

- Undertake and help deliver project work as part of a team, or under own initiative for small-scale project work

- Watching briefs, evaluation trenching, excavation work, fieldwalking and related work

- Sieving, sampling, metal detecting

- Recording, including context sheets, photography, drawings, survey and so forth

- Undertake and assist with post-excavation work, digitising, text, archiving and contribute to preparation of reports

- Produce illustrative material and become competent in use of CAD and GIS as well as producing basic reports on watching briefs *etc*.

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

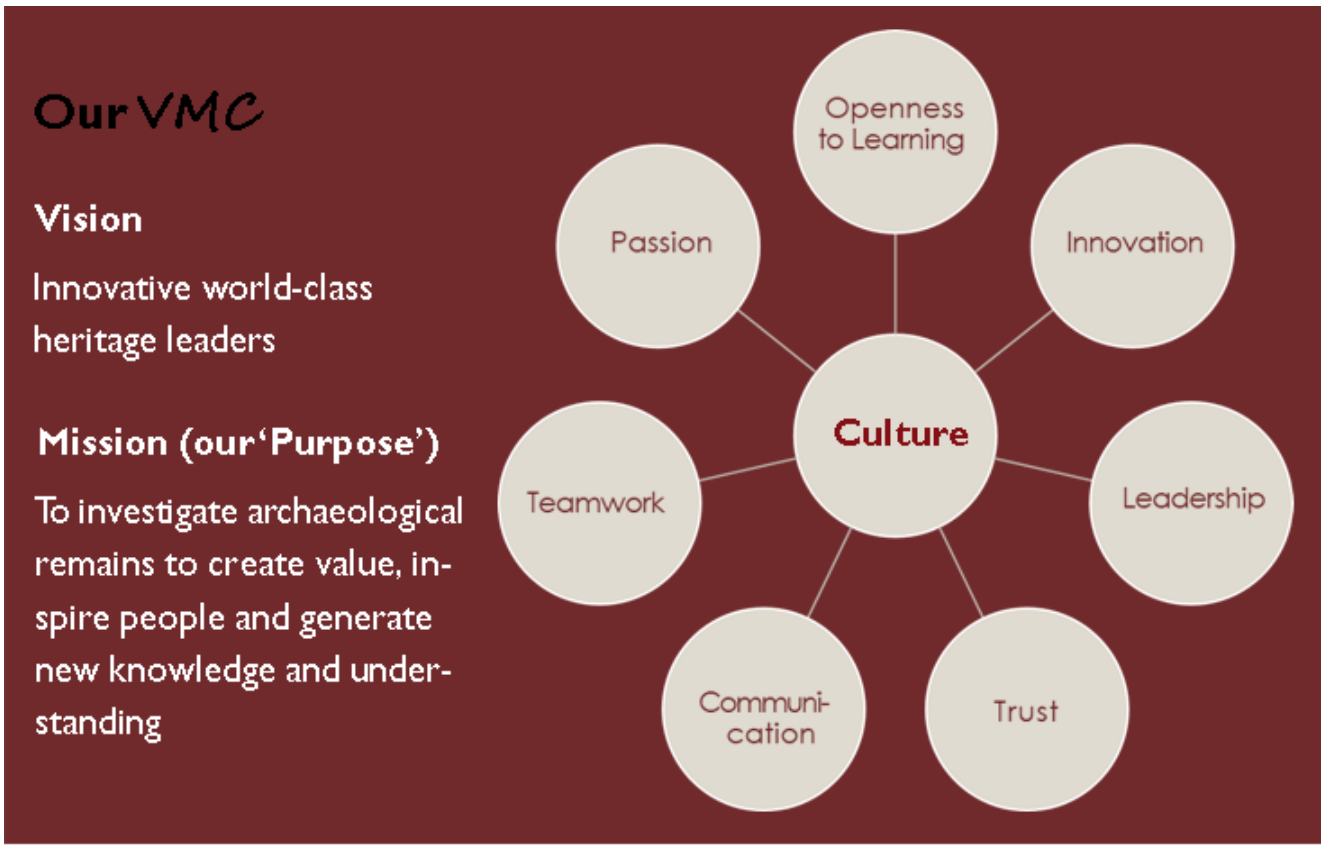
- Further the company's Vision, Mission and Culture

- Drive company vehicles when required. Keep company vehicles tidy and road worthy at all times. Notify Business Admin of any faults *etc.* so they can be rectified

- Any other duties that made be reasonably allocated

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

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	20 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 = nil After 1 month & within probation period = 2 weeks After successful completion of the probationary period = 8 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 environment Experience of taking part in archaeological projects, undertaking a range of fieldwork and post-excavation tasks and dealing with a wide-range of people Ability to follow systems and rules Experience of successfully working to deadlines, working under own initiative as well as in part of a team.	
SPECIAL SKILLS	Full archaeological fieldwork skills Authentic high quality communication skills (listening, oral and written) and ability to quickly build rapport with teams and line manager Excellent written English and ability to express oneself accurately and take account of the nuances required in the production of first rate reports Self-discipline, attention to detail, excellent numeracy, forensic accuracy Excellent organisational skills Good range of IT skills including use of Office Full manual driving license Health and Safety awareness Able and willing to travel throughout the UK for projects and work a range of	Surveying skills Familiarity with CAD and GIS Leadership/Supervisory skills

	hours for meetings, training etc. 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	
DISPOSITION	Trustworthy and have integrity Positive mental attitude Pro-active approach to learning Business dedicated focus 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