ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

JOB PROFILE

Palaeoenvironmental /Geoarchaeology Officer

Specialist Services Division



Recruiting *with purpose.*

THE KING'S AWARDS FOR ENTERPRISE 2023 INNOVATION

Business-dedicated *Archaeology*

ARCHAEOLOGICAL RESEARCH SERVICES LTD
Digging with Purpose

PALAEOENVIRONMENTAL / GEOARCHAEOLOGY OFFICER

Salary: £29,931—£42,000 depending on experience

Permanent position following 5-month probation period

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.

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	Palaeoenvironmental / Geoarchaeology Officer
Division	Specialist Services
Duration	Permanent following 5-month probation 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

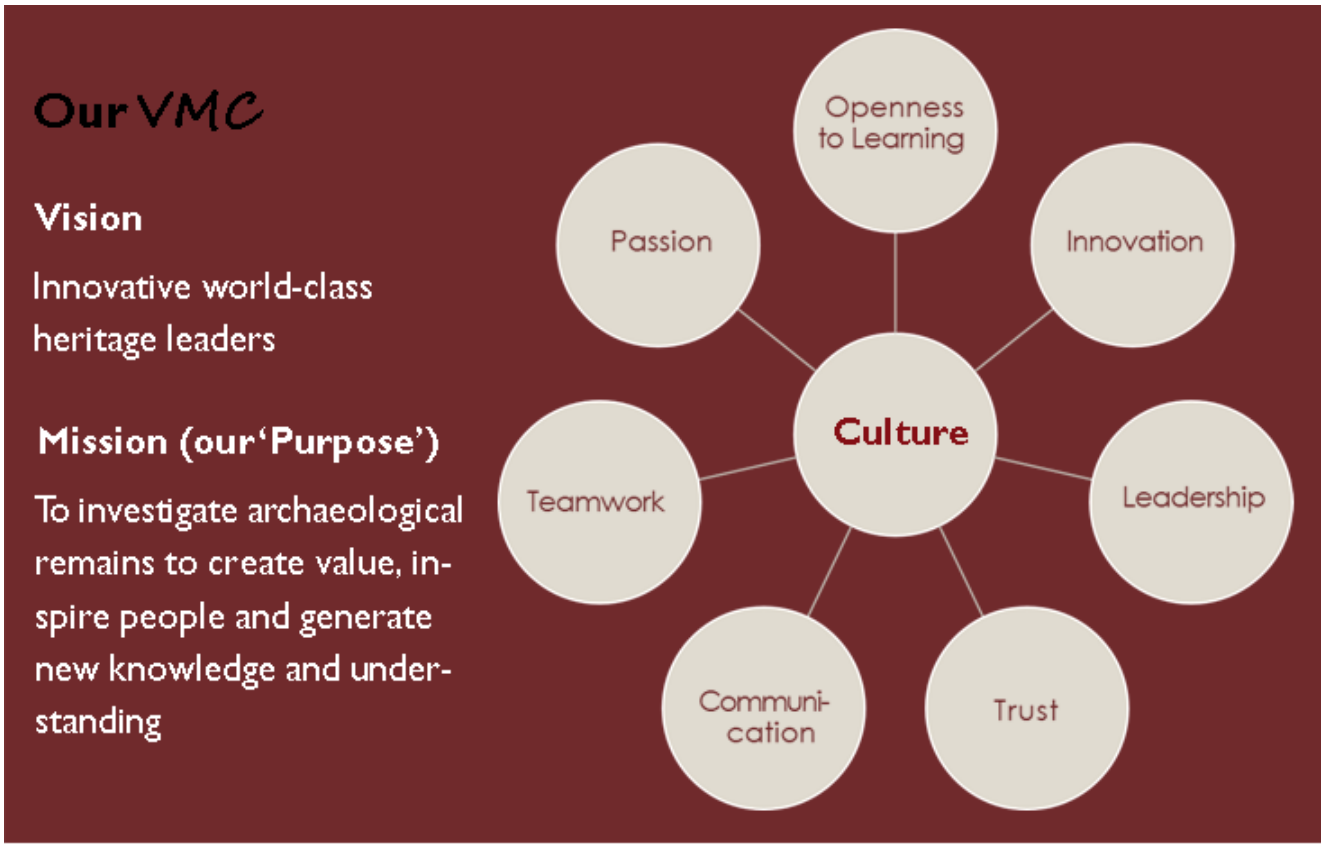
Working closely with other talented individuals within the Specialist Services Division as a Palaeoenvironmental Officer including sharing and integrating data as part of our Landscape Prospection Service where geoarchaeological, palaeoenvironmental, geophysical, geochemical, remote sensing and other 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 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
- Ensure lab equipment is maintained and serviced, order new supplies as required

  Assist and take part in staff training and development, ensuring continuous improvement in yours and your teams' performance by 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.
- Undertake occasional out of hours work e.g. meetings, conferences, giving talks or 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 = 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 or IHBC
EXPERIENCE	Experience of working in a professional environment Geoarchaeological/palaeoenvironmental specialist with an excellent track record in undertaking specialist work Data processing, analysis and commercial reporting to a high standard Health and safety responsibilities Experience of successfully working to deadlines, under own initiative or as part of a team For senior positions, experience of running geoarch/palaeo 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
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 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 Able and willing to travel throughout the UK for projects and work a range of 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 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 and motivated to help others 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