ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

JOB PROFILE

ASSISTANT PROJECT OFFICER

Fieldwork Division



Recruiting *with purpose.*

THE KING'S AWARDS FOR ENTERPRISE 2023 INNOVATION

Business-dedicated *Archaeology*

ARCHAEOLOGICAL RESEARCH SERVICES LTD
Digging with Purpose

ASSISTANT PROJECT OFFICER

Salary: £29,931 – £32,000 depending on experience

Permanent position following 5-month probation period

Archaeological Research Services Ltd are recruiting Assistant Project 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 the project. You will have experience of taking part in and supervising field projects, contributing to post-excavation work, a sound knowledge of UK archaeology and the ability to write accurate, clear English. You will have responsibility for undertaking and delivering a wide range of projects where you will be accountable to the Projects Officer and/or 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 will be 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 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)
· 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
· 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	Assistant Project Officer or Senior APO (depending on experience)
Division	Fieldwork
Duration	Permanent following 5-month probation period
Annual Salary	£29,931—£32,000 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

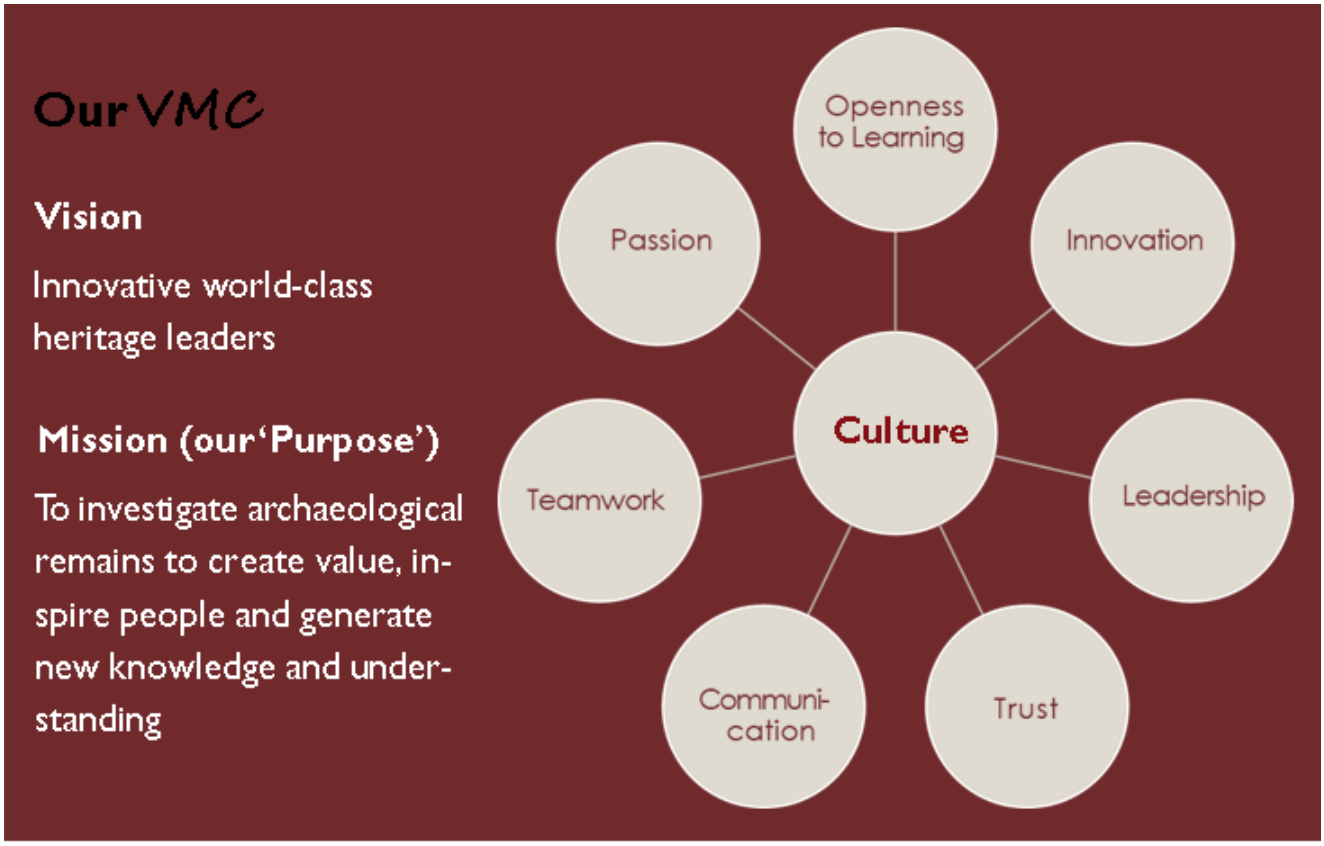
Job summary

To assist in a wide variety of project-related work and undertake archaeological fieldwork, post-excavation, digital plans and drawings, reports, archives *etc.* and to undertake administrative and other duties that may arise as required. Supervision of small sites and junior staff, including organising work duties, monitoring the work undertaken and ensuring work is delivered correctly and to the right standard. Drawing issues to the attention of the Project Officer or Manager and taking responsibility within any given project to ensure that work is completed on time and budget and the job runs smoothly.

Responsibilities / Main duties

- Undertake and deliver project work as part of a team, or under own initiative for small-scale projects
- Small team management including setting tasks, motivating, monitoring, holding to account, giving feedback and training junior members of staff
- Watching briefs, evaluation trenching, excavation work, fieldwalking, sieving, sampling, metal detecting and related work
- Recording, including context sheets, photography, drawings, survey and so forth
- Undertake and assist with post-excavation work, digitising, text, archiving and produce basic reports on watching briefs *etc.* Produce illustrative material and become competent in the use of CAD and GIS.
- Contribute to project designs, written schemes of investigations, risk assessments *etc.*
- Abide by health and safety policy and protocols and look after company equipment on site
- Take part in training, staff and personal development initiatives and coaching
- Further the company's Vision, Mission and Culture
- Drive company vehicles as required, keep them tidy and roadworthy, notify Admin of any faults
- Any other duties that may be reasonably allocated from time to time
- Undertake occasional out of hours work 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	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 Thorough experience of taking part in archaeological projects, undertaking a range of fieldwork and post-excavation tasks and dealing with a wide-range of people Supervising work on archaeological sites and contributing/completing post-excavation analysis and reports	Experience of undertaking geophysical surveys, data processing and report production
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 team management and leadership skills Good range of IT skills including familiarity with CAD and GIS Full manual driving licence 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	Surveying skills Archive skills

	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 Exceptionally organised 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 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