

ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

JOB PROFILE

PROJECT MANAGER

Fieldwork Division









Recruiting *with purpose.*

Business-dedicated *Archaeology*

ARCHAEOLOGICAL RESEARCH SERVICES LTD
Digging with Purpose

PROJECT MANAGER

Salary: £39,000-£46,000 depending on experience

Permanent position following 5 month probation

Archaeological Research Services Ltd are recruiting for a Project Manager who is business-focused and an effective and experienced manager. You need to be highly disciplined, an excellent record-keeper, a good 'people person' as well as a competent archaeologist. We also welcome applications from allied professionals with a broader construction background experienced with NEC4 contracts/QS work to help deliver our projects. The post can be based out of any of our offices, with potential for some remote working. Regular visits to our Bakewell HQ and on-site visits are required. We have positions available for an immediate start.

You will ideally have experience of running a wide range of projects, motivating and leading teams, planning staff allocations to jobs, keeping metrics, accurate invoicing and WIP reporting, coordinating post-excavation work, negotiating with local authority archaeologists, producing risk assessments, quality assurance and report checking. You will have responsibility for delivering a wide range of projects, both commercial and research-based, to time and budget and will be accountable to the Head of Field Archaeology. A good knowledge of British Archaeology is important and ideally a track record in reports, editing and perhaps publication. Good working knowledge of the Microsoft Office suite is essential and use of GIS is an advantage.

We are a high performing company with a professional yet friendly culture 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
· 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)

JOB DESCRIPTION

Job Title	Project Manager
Division	Fieldwork
Duration	Permanent following 5-month probation period
Annual Salary	£39,000-£46,000 depending on experience
Location	Based out of one of our offices in Bakewell, Sheffield, Cheltenham, Bedford, Sale or Tyneside, and on sites across the UK where required.

Job summary

Perform a Project Manager role on a variety of projects including Project Designs and RAMS, HSE responsibilities, maintaining accurate project records and producing accurate and on-time project reporting, contributing to the staff planner, invoice preparation, overseeing fieldwork, post-excavation, reports, archives, contributing to costings *etc,* as required and to undertake project and personnel supervision, give and take instructions and report to your line manager. Oversee and deliver contractual agreements, including with subcontractors. Undertake liaison and discussions with wide range of clients and stakeholders. Play an active and positive role within the Leadership Team. Contribute to Company growth and be an active high performing team player. Administrative duties and to undertake other duties that may arise as required.

Responsibilities / Main duties

Project Management Responsibilities

- Allocation and communication of resources, timescales and goals to staff for fieldwork and post-excavation tasks in conjunction with other Projects Managers and Officers
- Design fieldwork and post-ex programmes
- Support with costings in conjunction with Sales team members including contributing to strategy, programme and project design
- Oversight, production and quality assurance of Project Designs, RAMS, fieldwork reports, illustrations *etc*.
- Contribute to field archaeology document templates (e.g. Project Designs, fieldwork reports of various types) together with guidance/crib sheet notes, and coordinating and contributing to archaeological methodological and technical development (MTD). Review annually
- Ownership and oversight of signing off projects and triggering invoicing on monthly basis for all projects you are responsible for
- Oversee and complete contracts for clients and also with suppliers including NEC3/4 contracts
- Input to new project initiatives (e.g. community, commissioned, research)
- Collate productivity metrics for monthly KPI dashboard

Staff Management Responsibilities

- Mentoring staff in approaches to excavation, recording, post-excavation and reporting
- Lead projects and support team leaders, give and take instructions, motivate and build teams, hold to account
- Line manage selected staff and conduct annual appraisals
- 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

Responsibilities / Main duties continued

General/ Company Responsibilities

- Delivery of health and safety policy and protocols and look after Company equipment on site
- Inculcating, promoting and delivering the Vision, Mission and Culture of the Company
- Actively follow and enforce all Company rules and procedures for yourself as well as other members of staff
- Take active role in networking on behalf of the company
- Drive company vehicles, keep them tidy and roadworthy at all times. Notify Admin of any faults
- Any other duties that may be reasonably allocated from time to time
- 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 Proven ability to run projects to time, cost, client satisfaction, and rapid invoicing Experience of running archaeological sites and post-excavation work, supervising and motivating staff and dealing with clients, curators and the public Documented experience of producing high quality written work and reports, and report-checking for varied sites Experience of HSE responsibilities and ensuring staff conform to requirements Experienced in exercising sound judgement, taking account of the subtleties and complexities of archaeological data Experience of working to deadlines, under own initiative or as a team High level understanding of archaeological fieldwork, including ability to judge most appropriate methods, quantums of work required, and to persuade and negotiate with local authority archaeologists. Alternatively, experienced within the construction industry	Experience of working with NEC contractual agreements and building costings, running projects to time and budget, making applications for payment and so forth Successful at costing jobs and winning new work
SPECIAL SKILLS	Authentic high quality communication skills (listening, oral and written) and ability to quickly build rapport with teams and line manager	Speaking in meetings, and giving talks and presentations *etc.* Writing full and persuasive WSIs, RAMS, project designs

	Ability to organise staff and allocate jobs, hold staff to account and ensure tasks get completed Ability and interest in staff development 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 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 Microsoft 'Project', CAD 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, ensuring quotations and tenders are completed before deadline *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 Exceptionally organised Humble but confident Willing to function and contribute as part of a motivated and thriving team Resourceful and natural problem solver	Cheerful Good sense of humour

	Outstanding interpersonal skills Loyal Able to remain calm, confident and competent under pressure Desire to be the best you can be	
INTERESTS	Archaeology of Britain	Period or thematic specialisms

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

