ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

JOB PROFILE

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

PROJECT OFFICER

Salary: £33,852 – £38,800 depending on experience

Permanent position following 5-month probation period

Archaeological Research Services Ltd are recruiting 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.

Applications are invited for professional and capable Project Officers with experience of organising and running field projects, leading teams, completing post-excavation work and producing high quality reports for a wide range of projects. You need to be highly motivated with a drive to get projects completed on time. You must be highly organised and efficient. Survey and IT skills will be an advantage. A good knowledge of British archaeology is essential. You must be able to work as an effective team member who can be relied on to deliver to deadlines and standards.

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 incl. 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 Officer or Senior Project Officer (depending on experience)
Division	Fieldwork
Duration	Permanent following 5-month probation period
Annual Salary	£33,852 – £38,800 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.

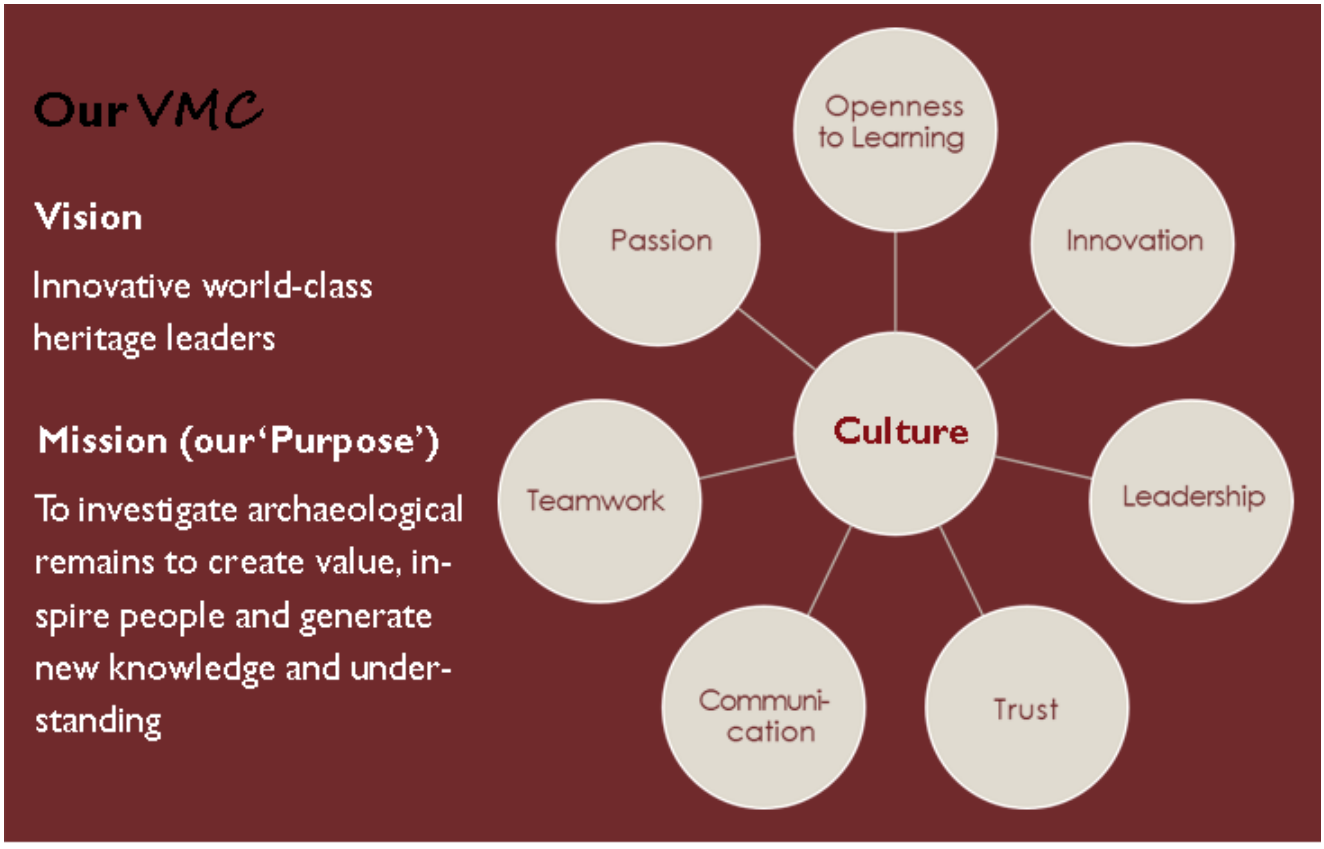
Job summary

Perform a Project Officer role on a variety of projects including production of WSIs and RAMS, fieldwork, post-excavation, reports, archives etc, as required and undertake project and personnel supervision, give and take instructions and report to your line manager. Illustration and creative work. Undertake discussions with wide range of clients and stakeholders. Produce accurate, well written reports. Alert relevant person of Management Team to any matters arising and overseeing care of Company Equipment and on-site health and safety. Administrative duties and to undertake other duties that may arise as required. Contribute to Company growth and be an active high performing team player.

Responsibilities / Main duties

- Lead and manage sites and teams, set goals and tasks, motivate, hold to account, give feedback and train more junior members of the team. Line manage assigned staff.
- Communicate up and down the management tree, alerting relevant person to any matters arising
- Ensure compliance with the Company's health and safety policy and protocols and ensure Company equipment is looked after
- Undertake, manage and organise WSIs, project teams, fieldwork, post-excavation work, reporting and archiving and contribute to publications. Ideally be able to undertake site survey, data processing and illustrative and digitisation work (incl. use of CAD Draftsight and QGIS)
- Liaise with clients, county archaeological officers and other curators as appropriate
- Attend meetings as required, including meetings with all project stakeholders
- Take part in training, staff and personal development initiatives / coaching
- Further the company's vision, mission and core values
- Drive company vehicles when required. Keep company vehicles tidy and roadworthy at all times. Notify Business Admin of any fault so they can be rectified
- 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 communicating important information to other members of ARS

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
EXPERIENCE	Experience of running archaeological projects and sites, supervising and motivating staff and dealing with clients, curators and the public Documented experience of organising and delivering post-excavation work and producing high-quality written work, digital graphics, reports and report-checking for a variety of site types Experienced in exercising sound judgement and delivering successful outcomes accounting for the subtleties and complexities of archaeological data Experience of successfully working to deadlines, under own initiative as well as in part of a team Experience of working in an office environment and conducting oneself in a professional manner	Experience using QGIS or CAD-Draftsight
SPECIAL SKILLS	Full archaeological fieldwork skills, including ability to survey and layout trenches Authentic high quality communication skills (listening, oral and written) and ability to quickly build rapport with teams and managers Excellent written English, ability to express oneself accurately and account for the nuances required in the production of first rate reports Self-discipline, attention to detail, high accuracy Excellent team management and leadership skills Ability to prioritise many concurrent tasks based on daily, weekly, monthly and annual goals Highly computer literate including use of Microsoft Office, CAD or commitment to learning it quickly, survey software	Speaking in meetings, and giving talks and presentations *etc.* Writing full and persuasive project designs

	Full manual driving license Willing to learn and develop understanding of the NEC3 contracts and how to manage projects Deliver the ISO accreditations and compliance for the company 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 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 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