ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

JOB PROFILE

SENIOR SCIENTIFIC OFFICER / PROJECT MANAGER (GEOPHYSICS)

Specialist Services Division



Recruiting *with purpose.*

THE KING'S AWARDS FOR ENTERPRISE 2023 INNOVATION

Business-dedicated *Archaeology*

ARCHAEOLOGICAL RESEARCH SERVICES LTD
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SENIOR SCIENTIFIC OFFICER / PROJECT MANAGER (GEOPHYSICS)

Salary: £33,852-£46,000 depending on experience

Permanent position following 5-month probation period

Archaeological Research Services Ltd are recruiting for a Senior Scientific Officer/Manager to join our highly regarded Specialist Services team. Applications are invited for professional, highly motivated, and capable surveyors or survey managers, with experience or specialism in geophysical surveying, interpretation and reporting, GIS and landscape-scale analysis. We welcome additional skills and experience in high resolution drone surveying, geomatics, aerial mapping, landscape/metric survey, landscape geochemistry and GIS.

This post is ideally based at our Bakewell office, with travel for surveys, site visits and training as appropriate. A full UK driving licence is a must for this role. Working as part of a vibrant and varied team of specialists, you will collect primarily geophysical data, but also involved with UAV-derived, geochemical and magnetic susceptibility survey data from varied sites across the UK. You will also process, visualise and interpret your own, and where necessary others, data, and produce quality technical reports. As a senior team member you will train and manage staff, check work quality and reports and ensure projects are delivered on time and budget. Your work will form part of our Kings-Award winning 'Landscape Prospection Service' which champions innovative, tailored approaches for our clients.

This is a unique opportunity for a key role, and gives you the chance to learn and use state of the art equipment to have high-resolution datasets at your fingertips, working within an innovative, supportive and forward-thinking team. A thorough knowledge of British archaeology is helpful and the ability to analyse and interpret remote-sensing data of various kinds within a GIS environment. You must be able to work as an effective team member and leader who can be relied on to deliver to deadlines. We are a high performing company with a professional and friendly culture with many outstanding performers. We maintain a high commitment to 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
· As an employee-owned business, every team member share in our success through an engaged ownership culture and the potential for annual tax-free bonuses (subject to company performance and eligibility criteria)
· Competitive salary
· 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	Senior Scientific Officer / Project Manager (Geophysics) depending on experience
Division	Specialist Services
Duration	Permanent following 5-month probation period
Annual Salary	£33,852-£46,000 depending on experience
Location	Ideally based out of our Bakewell office and on sites across the UK as required.

Job summary

Work to Head of Specialist Services. Perform a Senior Scientific Officer/Manager role, taking responsibility for our geophysical offering, managing quality of survey, consistency in our data collection and outputs, and training and mentoring the survey team to bring them along. Develop knowledge and experience across the spectrum of geochemistry, geospatial, UAV piloting and processing, mapping archaeology from remote sensing and to undertake other duties that may arise as required. Produce high-quality technical reports and quality check the reports of other team members. For a manager-level position, manage projects and staff, ensuring work is delivered to time and budget and produce timely invoices. Drive company vehicles when required. Undertake discussions with wide range of clients and stakeholders. Contribute to Company growth and be an active high performing team player.

Responsibilities / Main duties

- Help grow and prosper the Specialist Services division of the Company and contribute to innovation
- Lead and manage geophysics projects, whilst also contributing to geochemistry, geospatial, drone piloting and remote-sensing mapping
- Process, visualise and interpret your own, and where necessary others, data, and produce quality technical reports.
- Take ownership for data quality and preliminary plots, enabling continuous improvement of data quality and outputs with the team
- Undertake the initial check of data and interpretations in QGIS to ensure deliverables are up to standard and have been processed correctly, that interpretations are correct and have been illustrated to a high standard and have been allocated the appropriate anomaly IDs
- Undertake the initial report check to ensure reports have accurate and relevant substantive content specific to the stage in the planning process and the project's needs, all sections have been completed accurately, they are set out and formatted correctly, and that they achieve the required quality and address the relevant needs of the project and Archaeological Project Design
- Ensure that the survey team have uploaded all survey data (raw and processed), site notes, site photographs and UAV outputs the project folder on the Z drive and that the project is then archived as required before project completion
- Overseeing and responsible for delivering the largest and most complex projects to time, budget and quality
- Actively follow and enforce all Company rules and procedures for yourself as well as other members of staff

Responsibilities / Main duties continued

- Motivating and developing the specialist services team, providing training and mentoring to junior members
- For Project Manager level, line manage staff, oversee the delivery of projects, produce accurate and timely invoices and support the Head of Specialist Services with any project requirements
- Make decisions as appropriate, ensure tasks are completed and alert relevant person of Management Team, to any matters arising as appropriate
- Drive company vehicles, keep them tidy and roadworthy at all times, notify Business Administrator of any faults etc. so they can be rectified
- 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
- Encouraging the proper treatment of Specialist Services equipment and ensuring any kit issues are raised with the Head of Specialist Services so they can be dealt with before they impact on projects
- Liaise with clients and planning archaeologists as per level of role
- Inculcating, promoting and delivering Vision, Mission and Culture of the Company

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 office environment Documented experience of delivering geophysics and interpretation Data processing, analysis and producing high quality written work and reports Experience of health and safety responsibilities Experienced in exercising sound judgement and delivering successful outcomes that take account of the subtleties and complexities of archaeological data Experience of successfully working to deadlines, working under own initiative as well as in part of a team For Project Manager role: experience of running archaeological projects, managing people, running sites, supervising and motivating staff and dealing with clients, curators and the public	Additional specialism in geochemical survey, drone piloting and aerial mapping and interpretation Experience in field and earthwork survey Experience in photogrammetry applications Experience in laser scanning Experience in the use of GIS Proven ability to run projects to time and cost and complete them to client satisfaction with rapid invoicing
SPECIAL SKILLS	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 Authentic high quality communication skills (listening, oral and written) and ability to quickly build rapport with teams and manager Self-discipline, attention to detail, organisational skills, excellent numeracy, forensic accuracy Ability to prioritise many concurrent tasks based on daily, weekly, monthly and annual goals	Ability to produce accurate and timely project costings

	Computer literate including use of Office and other programmes including ideally Microsoft 'Project', CAD and GIS. Full driving license For senior role - ability to organise staff and allocate jobs, hold staff to account and ensure tasks get completed. Ability and interest in staff development, bringing on junior staff and helping to grow people and their skills Willing to work a range of hours (inc. occasional weekend work) in order to take advantage of training courses, attend meetings, deliver presentations and carry out project work *etc*. Ambitious to assist in growing the company and taking it forward. Keen to align oneself with and promote the 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 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 / Architectural History of Britain	Period or thematic specialism

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

