**Archaeological
Research Services Ltd**

JOB DESCRIPTION

Post Holder	TBC
Job Title	Archaeological Officer
Duration	Permanent (after 3 months probation)
Grade	7
Annual Salary	£17,500
Location	TBC
Accountable to	Chris Scott
Job Summary	To carry out a wide variety of project-related work and assist in undertaking and completing fieldwork, reports, archives *etc* and to undertake administrative, clerical and general office duties and to undertake other duties that may arise as required. Illustrative and survey work and other associated tasks will also be undertaken.
Responsibilities/Main Duties	Undertake and help deliver project designs, fieldwork, post-excavation work, archiving and preparation of reports and publications. Watching briefs, evaluation trenching, excavation work, and assisting with geophysical survey. Produce drawings and illustrative material and become competent in use of CAD and GIS as

well as producing basic reports on watching briefs *etc.*

Take part in training programmes and staff development initiatives.

Drive company vehicles and keep them tidy and roadworthy at all times. Notify the business administrator of any faults *etc* so that they can be rectified.

Any other duties that may be allocated from time to time.

Safety	To abide by the safety rules as set out in the Health and Safety Handbook.
Hours of Duty	37.5 hours per week (excluding breaks and travel time).
Annual Leave (pro rata)	All statutory bank holidays (8) plus 20.
Conditions of Service	See the Staff Handbook.
Period of Notice	One month (20 working days), after two years service two months (40 working days).
Confidentiality	It should be noted that some of the information that the post-holder will access will be of a confidential nature both to ARS Ltd and 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.