



**Archaeological
Research Services Ltd**

JOB DESCRIPTION

Post Holder	TBC
Job Title	Archaeological Officer
Duration	Permanent (after 3 months probation)
Grade	7
Annual Salary	£18,000+
Location	Based at Sale office
Accountable to	Office Manager then Operations Manager
Job Summary	<p>To carry out a wide variety of project-related work and assist in undertaking and completing fieldwork, data processing, reports, illustrations, archives <i>etc.</i> 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.</p>
Responsibilities/Main Duties	<p>Undertake and help deliver projects, fieldwork, post-excavation work, archiving and preparation of reports. Watching briefs, evaluation trenching, excavation work, fieldwalking and related work.</p> <p>Produce illustrative material and become competent in use of CAD and GIS as well as producing basic reports on watching briefs <i>etc.</i></p>

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.