



**Archaeological
Research Services Ltd**

JOB DESCRIPTION

Post Holder

Job Title

Archaeological Officer

Duration

3 months initially

Grade

7

Annual Salary

Starting at £17,100

Location

Bakewell and other locations as required.

Accountable to

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 fieldwork, post-excavation work, archiving and preparation of reports and publications.

Take part in training programmes and staff development initiatives.

Contribute to projects in a variety of settings including on commercially-funded archaeological sites, on research-driven

projects and on community archaeology projects.

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.

Annual Leave (pro rata)

All statutory bank holidays (8) plus 20.

Conditions of Service

See the Staff Handbook.

Period of Notice

One month.

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.