



**Archaeological
Research Services Ltd**

JOB DESCRIPTION

Post Holder

Job Title Assistant Projects Officer

Duration Permanent

Grade 8

Annual Salary £18,500 +

Location Bakewell

Accountable to Project Officer and then Management Team

Job Summary To assist in a wide variety of project-related work and to undertake and help organise fieldwork, reports, archives *etc* and to undertake other tasks that may arise as required. Watching briefs and supervision of small sites and junior staff, including organising work duties, monitoring the work undertaken by junior staff and ensuring work is undertaken correctly and to the right standard. Drawing issues to the attention of the Project Officer or senior management and taking responsibility within any given project to ensure that work you are responsible for gets completed on time and to budget and the job runs smoothly.

Responsibilities/Main Duties Undertake watching briefs, excavation, fieldwalking, survey and other fieldwork and assist with post-excavation work, report writing, project administration and archiving.

Survey and Illustrative work.

Take part in training programmes and staff development initiatives.

Further the company's mission, core values and culture.

Drive company vehicles when required.

Keep company vehicles tidy and roadworthy at all times. Notify Business Administrator of any faults *etc* so that 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.

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

All statutory bank holidays (8) plus 20.

Conditions of Service

See the Staff Handbook.

Period of Notice

Four weeks. After two years continuous service
Eight 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 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.