



**Archaeological
Research Services Ltd**

PERSON SPECIFICATION

POST TITLE: Assistant Projects Officer

	ESSENTIAL	DESIRABLE
EDUCATIONAL AND OCCUPATIONAL ATTAINMENTS	Educated to 2:1 degree level or above	A relevant post-graduate or other professional qualification
EXPERIENCE	<p>Experience of working in a professional office environment</p> <p>Experience of taking part in archaeological projects, supervising on site and dealing with clients, curators and the public</p> <p>Supervising work on archaeological sites and completing post-excavation analysis and reports</p> <p>Experience of undertaking geophysical surveys, data processing and report production</p>	
SPECIAL SKILLS	<p>Excellent organisational skills</p> <p>Computer literate including Microsoft Office suite and geophysical, survey and CAD software</p> <p>Illustration skills for producing surveys, location plans, plans and sections</p> <p>Geospatial surveying skills</p> <p>Full archaeological fieldwork skills</p> <p>Full driving license</p>	<p>CSCS Card</p> <p>Managerial skills</p> <p>Conservation/archive skills</p>
DISPOSITION	<p>Good communication and interpersonal skills</p> <p>Able to work individually and as part of a team</p>	Cheerful and tolerant

	Self-disciplined, polite, respectful and excellent professional conduct	
INTERESTS	Archaeology of Britain	Period or thematic specialisms
SPECIAL REQUIREMENTS	Willing to work a range of hours (inc. occasional weekend work) in order to take advantage of training courses, attend meetings, and carry out project work <i>etc.</i>	