



**Archaeological
Research Services Ltd**

JOB DESCRIPTION

Job Title	Historic Buildings Officer
Duration	Permanent Contract with 6 month probation
Grade	8
Annual Salary	£21,000 – £27,100
Benefits	Health cash plan Company contribution to pension scheme
Location	Bakewell or Newcastle and on sites as required.
Accountable to	General Manager
Job Summary	<p>Perform an Historic Building Officer role and carry out a wide variety of project-related work including fieldwork, post-excavation and report production. Undertake historic building surveys and grow this service within the Company. Work closely with colleagues to ensure specialist reports fulfill and contribute to project requirements. You will also be required to produce written methodologies and full reports. As such work is project dependent and you will also be required to assist with general archaeological work from time to time and to undertake other duties that may arise as required. You will be required to undertake presentations of work to varied audiences and to prepare reports for publication as required.</p>

Driving and working in different parts of the country will be required from time to time.

Responsibilities/Main Duties

Undertake historic building surveys as required.

Undertake, manage and organise project designs, fieldwork, analytical and data processing work, archiving and preparation of publications, project designs and WSIs.

Survey, illustrative and CAD work.

Produce WSIs, Schemes of Work etc.

Take active role in networking on behalf of the company.

Give presentations to professional and public audiences as required.

Help generate work and liaise with clients and local authority archaeological officers.

Take part in training programmes and staff development initiatives.

Attend meetings as required in role of Historic Building specialist.

Drive company vehicles when required.

Keep the company vehicle 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 reasonably allocated from time to time.

Experience & Qualifications

Professional, commercial experience in field Archaeology and in producing high quality Historic Building reports. Ability to use CAD and good photography and survey skills. A good knowledge of British archaeology and a track record in archaeological publication. Excellent written English skills.

Safety	To abide by all statutory safety regulations and company policies as set out in the Health and Safety Handbook.
Hours of Duty	37.5 hours per week.
Annual Leave	All statutory bank holidays plus 20 days holiday per year.
Conditions of Service	See the Staff Handbook.
Period of Notice	8 weeks or 12 weeks for a senior position.
Confidentiality	It should be noted that some of the information that the post-holder will access will be of a confidential nature both to other ARS Ltd employees and clients, and such information must not be communicated to other persons except where required for authorised purposes.
Note	<p>This job description does not form part of the contract of employment.</p> <p>This job description will be reviewed on a regular basis.</p>