



**Archaeological
Research Services Ltd**

JOB DESCRIPTION

Job Title	Palaeoenvironmental Officer & Assistant Project Officer
Duration	Permanent Contract with 6 month probation
Grade	8
Annual Salary	£21,000 – £26,000 (dependent on skills and experience)
Location	Bakewell Office and other locations as required.
Accountable to	Project Manager
Job Summary	To carry out a wide variety of project-related work including fieldwork, post-excavation and report production. Undertake geoarchaeological sediment coring, together with assessment and analysis for pollen, botanical macrofossils and wood (including charcoal identifications). Produce professional technical reports for commercial and commissioned projects, and contribute to publications in peer reviewed journals and similar as required. Work closely with colleagues to ensure specialist reports fulfill and contribute to project requirements. You will also be required to produce written methodologies and ensure lab equipment is maintained. As such work is project dependent you will also be required to assist with general

archaeological work including fieldwork, reports, archives *etc* and to undertake other duties that may arise as required. You will also be required to undertake presentations of work to varied audiences, drive to sites and working in different parts of the country from time to time.

Responsibilities/Main Duties

Undertake geoarchaeological assessment and sediment coring.

Undertake palaeoenvironmental assessments and analyses as required, including pollen analysis, botanical macrofossil analysis and wood and charred wood identifications and analysis.

Recommend samples for radiocarbon dating.

Undertake fieldwork and complete associated post-excavation work, archiving, writing up and producing reports.

Give presentations to professional and public audiences as required.

Help generate work and liaise with clients, local authority archaeological officers and EH Regional Science Advisors.

Take part in training programmes and staff development initiatives.

Accompany senior staff to meetings as required in role as palaeoenvironmental specialist.

Ensure lab equipment is maintained and serviced, order new supplies as required.

Administer the Company's Community Archaeology Radiocarbon Dating (CARD) sponsorship scheme.

Drive company vehicles when required.

Keep company vehicles 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.

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

Four weeks if less than one year and eight weeks beyond one year.

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

This job description does not form part of the contract of employment.

This job description will be reviewed on a regular basis.