



**Archaeological  
Research Services Ltd**

## **JOB DESCRIPTION**

<b>Job Title</b>	Project Officer
<b>Duration</b>	Permanent Contract with 6 month probation
<b>Grade</b>	8
<b>Annual Salary</b>	£22,000 - £25,000 depending on experience
<b>Benefits</b>	Health cash plan Life Assurance Company contribution to pension scheme
<b>Location</b>	Bakewell and other locations as required.
<b>Accountable to</b>	Projects Manager
<b>Job Summary</b>	Perform Project Officer role and carry out a wide variety of project-related work including fieldwork, post-excavation and high quality report production. Ideally able to undertake historic building surveys. 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 you will also be required to assist with general archaeological work and to undertake other duties that may arise as required. You will be required to undertake presentations of work to varied audiences from time to time and to prepare reports for publication as required. 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, post-excavation work, archiving and preparation of publications, project designs and WSIs.

Survey, illustrative and GIS work.

Produce WSIs, Schemes of Work etc.

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.

Accompany senior staff to meetings as required.

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 delivering field projects and producing high quality reports, including drawings (CAD) and text. A good knowledge of British archaeology and a track record in archaeological publication is desirable as is experience with historic building work. Excellent written English skills.

<b>Safety</b>	To abide by all statutory safety regulations and company policies as set out in the Health and Safety Handbook.
<b>Hours of Duty</b>	37.5 hours per week.
<b>Annual Leave</b>	All statutory bank holidays plus 20 days holiday per year.
<b>Conditions of Service</b>	See the Staff Handbook.
<b>Period of Notice</b>	12 weeks.
<b>Confidentiality</b>	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.
<b>Note</b>	<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>