



**Archaeological
Research Services Ltd**

Job Description

Post Holder	TBC
Job Title	Senior Consultant
Duration	6 month probation then permanent
Grade	8
Annual Salary	£25,000 - £30,000
Benefits	Health cash plan Company contribution to pension scheme
Location	Bakewell (home-working will also be considered)
Accountable to	Immediately to the Management Team
Job Summary	<p>To carry out a wide variety of project work including providing advice to clients, liaising with the full range of heritage professionals, writing desk-based assessments, Environmental Statement chapters, setting studies, Heritage Statements, WSIs, quality assurance report checking, networking/marketing, overseeing the successful initiation and delivery of projects. Undertake negotiations with wide range of clients and stakeholders. Produce accurate, well written and persuasive documentation as appropriate. Assist with reports, archives <i>etc</i> as required from time to time and to undertake supervision and administrative duties. Driving. Illustration work using GIS to support DBAs and ES chapters. Assist in developing the consultancy service for the company, including seeking out new job opportunities and producing costings, training of other staff. Occasional help with watching briefs <i>etc.</i> when necessary.</p>
Responsibilities/Main Duties	<p>Produce DBAs, ES chapters, heritage statements, WSIs, schemes of work, setting studies, liaise with clients and planning authorities and negotiate schemes of work <i>etc.</i></p>

Report checking of a wide range of reports including DBAs, evaluation reports, excavation reports *etc.*

Assist with reports and archives.

Oversee projects with particular responsibility for the consultancy side of jobs.

Illustrative and GIS work to support DBAs and ES chapters including willingness to learn, if not already got, skills to undertake setting studies.

Supervise and manage junior members of staff as appropriate.

Help market the company, produce costings and seek out and generate work.

Liaise with clients and county archaeological officers.

Attend meetings as required, incl. meetings with project stakeholders.

Take part in training programmes and staff development initiatives and also assist in training other staff yourself.

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 all statutory safety regulations and company policies as set out in the Health and Safety Handbook.

Hours of Duty

37.5 hours per week (plus breaks).

Annual Leave

All statutory bank holidays (8 days) plus 20 days holiday per year.

Conditions of Service

See the Staff Handbook.

Period of Notice

Eight Weeks if less than one year and 12 weeks thereafter.

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.