



**Archaeological
Research Services Ltd**

Project Manager

Job Description

Post Holder	TBA
Job Title	Project Manager (Bakewell-based)
Duration	Permanent
Grade	12
Salary	24,500 – 27,100 pa
Location	ARS Ltd Bakewell office with visits to other offices, meetings/sites throughout UK
Accountable to	Senior Projects Manager
Job Summary	<p>Undertake staff and operational project management including overseeing work schedules to maximize staff productivity and efficiency, oversee projects and ensure they are delivered within budget, on time and to standard – particularly field projects and post-excavation analysis, reporting and publication. Check reports and other project outcomes as part of quality assurance. Organise project logistics, produce risk assessments, WSIs, Method Statements and provide support, guidance and encouragement to project staff. Work closely with the Contracts Manager, Operations Manager, Managing Director, Business Administrator and other Office Managers. Liaise with clients, local authority archaeologists and other curatorial bodies, sub-contractors and specialists. Assist in driving forward the Company and championing its culture and cohesion. Assist the Contracts Manager with key tenders, projects designs</p>

and costings and contribute to marketing the company and networking as appropriate. Undertake general management and administrative duties and to undertake other duties that may arise as required. Driving.

Responsibilities/Main Duties

Report directly to and work closely with the General Manager and work closely with other members of the Management Team.

Oversee the organisation and delivery of projects including fieldwork, post-excavation, reporting through to publication and archive deposition.

Attend meetings as required including with developers, consultants, prospective clients, local authorities, other heritage professionals, third parties as well as management meetings.

Line manage staff, principally the field oriented and more junior staff based at the Bakewell office, including holding performance reviews (appraisals) and motivating staff.

Help organise the staffing schedule for staff in collaboration with the Operations Manager and General Manager to maximise productivity and efficiency.

Responsibility for quality assurance and customer satisfaction by checking reports and other project outcomes and obtaining feedback from customers to assist in improving company products and services.

Regularly cascade information to all staff.

Produce project designs, WSIs, complete risk assessments and oversee project delivery, archiving and preparation of publications.

Networking and contributing to marketing

Liaise with clients, prospective clients, consultants, local authority planning staff other heritage professionals, sub-contractors and specialists and the public.

Support the Contracts Manager in preparation of costings, tenders and contractual arrangements for jobs.

Take part in training programmes and staff development initiatives. Assist in training junior members of staff.

Drive company vehicles when required.

Keep company vehicles tidy and roadworthy at all times. Notify BA 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

40 hours per week excluding travel to sites and meetings. Out of hours work may be required from time to time to deliver against customer business needs.

Annual Leave

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

Conditions of Service

See the Staff Handbook.

Period of Notice

12 Weeks.

Confidentiality

It should be noted that some of the information that the post-holder will access will be of a confidential nature both to ARS Ltd, its employees and clients, and such information must not be communicated to other persons, including any social media content, except when expressly authorised.

Note

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

This job description will be reviewed on a regular basis.