



Archaeological  
Research Services Ltd

# Person Specification

## Senior Consultant

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATIONAL AND OCCUPATIONAL ATTAINMENTS</b>	<p>Educated to 2:1 degree level or above</p> <p>Member of Chartered Institute for Archaeologists</p>	<p>A relevant professional qualification (e.g. MCIfA, Chartered status) or post-graduate qualification (e.g. PhD, Masters)</p>
<b>EXPERIENCE</b>	<p>Experience of working in an office environment and conducting oneself in a highly professional manner.</p> <p>Experience of overseeing archaeological projects, supervising staff and dealing with clients, curators and the public.</p> <p>Documented experience of producing high quality desk-based assessments, environmental statement chapters, setting studies, heritage statements, WSIs and delivering consultancy services to clients including local authority and client negotiation.</p> <p>Experienced in exercising sound judgement and delivering successful outcomes that take account of the subtleties and complexities that are often required in the provision of good independent consultancy advice.</p> <p>Experience of report checking, including consultancy documents, evaluation, excavation and other types of reports</p> <p>Experience of successfully</p>	



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	working to deadlines, working under own initiative as well as in part of a team.	
<b>SPECIAL SKILLS</b>	<p>In-depth knowledge of the planning system and particularly with respect to the Historic Environment</p> <p>Genuine high quality communication skills (oral and written).</p> <p>Excellent written English and ability to express oneself accurately and take account of the nuances required in the production of first rate DBAs and Environmental Statement chapters.</p> <p>Self discipline.</p> <p>Excellent organisational skills.</p> <p>Computer literate including use of GIS or commitment to learning it.</p> <p>Full driving license.</p>	<p>Speaking in meetings, and giving talks and presentations <i>etc.</i></p> <p>Writing tenders, quotations.</p> <p>Writing full and persuasive project designs.</p> <p>Managerial Skills.</p> <p>Motivating others.</p>
<b>DISPOSITION</b>	<p>Integrity, trustworthy and willing to do as instructed.</p> <p>Good communication and interpersonal skills.</p> <p>Able to work individually and as part of a team.</p> <p>Able to motivate staff and create a good disciplined environment.</p> <p>Be able to remain calm, confident and competent under pressure.</p>	Cheerful.
<b>INTERESTS</b>	Archaeology of Britain.	Period or thematic specialisms.



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<b>SPECIAL REQUIREMENTS</b>	<p>Willing to work a range of hours (inc. occasional weekend work) in order to attend meetings, take advantage of training courses, and carry out project work <i>etc.</i></p> <p>Able and willing to travel throughout the UK for site visits, meetings, conferences, training <i>etc.</i> including outside of work hours</p> <p>Ambitious to assist in growing the company, assisting with staff development and taking it forward.</p> <p>Keen to align oneself with, and promote, the culture, mission and values of the company.</p>	
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