



**Archaeological  
Research Services Ltd**

## PERSON SPECIFICATION

**POST TITLE: Historic Buildings Officer**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATIONAL AND OCCUPATIONAL ATTAINMENTS</b>	Educated to 2:1 degree level or above	A relevant post-graduate or other professional qualification
<b>EXPERIENCE</b>	<p>Experience of working in a professional office environment and conducting oneself in a highly professional manner</p> <p>Experience of producing high quality historic building surveys including use of surveying instruments.</p> <p>Experience of producing high quality reports.</p> <p>Experience of taking excellent photographs.</p> <p>Good experience of using CAD to produce high quality illustrations.</p> <p>Experience of report checking.</p> <p>Experience of successfully working to deadlines, working under own initiative as well as in part of a team</p>	<p>Experience in field and earthwork survey.</p> <p>Experience in photogrammetry applications.</p> <p>Experience in the use of GIS.</p> <p>Experience of running archaeological projects, supervising sites and staff and dealing with clients, curators and the public</p>
<b>SPECIAL SKILLS</b>	<p>In-depth knowledge of British historic buildings and architectural history.</p> <p>Genuine communication skills.</p> <p>Excellent written English and ability to express oneself accurately and take account</p>	<p>Giving talks</p> <p>Archaeological fieldwork skills.</p> <p>Speaking in meetings, conferences <i>etc.</i></p> <p>Writing of tenders, quotations</p>

	<p>of the nuances required in the production of first rate reports.</p> <p>Motivating others.</p> <p>Excellent organisational skills.</p> <p>Computer literate.</p> <p>Full driving license.</p>	Supervisory skills
<b>DISPOSITION</b>	<p>Good communication and interpersonal skills</p> <p>Able to work individually and as part of a team</p> <p>Able to build teams, motivate staff, create a good discipline environment</p>	<p>Cheerful and tolerant</p> <p>Be able to remain calm, confident and competent under pressure</p>
<b>INTERESTS</b>	<p>Archaeology of Britain</p> <p>Architectural history of Britain</p>	<p>Period or thematic specialisms</p>
<b>SPECIAL REQUIREMENTS</b>	<p>Willing to work a range of hours (inc. occasional weekend work) in order to take advantage of training courses, attend meetings, and carry out project work <i>etc.</i></p> <p>Ambitious to assist in growing the company and taking it forward</p> <p>Keen to align oneself with and promote the mission and values of the company</p>	<p>ClfA membership is preferred.</p> <p>IHBC membership will be an advantage.</p>