



**Archaeological
Research Services Ltd**

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	HLF/IfA Workplace Bursary funded training placement in IT Applications for standing buildings and landscape surveys
Duration	12 months (incl. 3 month probationary period, confirmation to be based on progress with learning goals)
Start Date	August 2010
Grade	ARS Ltd Grade 7 (PlfA level)
Annual Salary	£15,600
Location	ARS offices in Sheffield and Bakewell, as well as other locations as required.
Managed by	James Brightman, ARS Projects Manager
Job Summary	To be trained in, and carry out a wide variety of IT based project-related work and assist in undertaking and completing fieldwork, reports and archives (using surveying packages, GIS, CAD and Corel Draw amongst other applications); to undertake other workplace related tasks (see Training Plan for further details)
Responsibilities/Main Duties	To learn how to undertake field surveys of a variety of monument types, buildings, earthworks and excavations using appropriate techniques and using IT applications to store, process, analyse and present data, together



with appropriate text reporting; to attend meetings and accompany senior staff to meetings as required; to undertake and help organise project designs, WSIs, fieldwork, post-excavation work, archiving and preparation of reports and publications.

To learn how to help generate work and liaise with clients and county archaeological officers.

To take part in training programmes and staff development initiatives.

To carry out any other duties that may be allocated from time to time.

Safety

To abide by the safety rules as set out in the Health and Safety Handbook (to be issued on appointment).

Hours of Duty

37.5 hours per week.

Annual Leave (pro rata)

All statutory bank holidays (8) plus 20.

Conditions of Service

See the Staff Handbook (to be issued on appointment).

Period of Notice

Four 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 and 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.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EDUCATIONAL AND OCCUPATIONAL ATTAINMENTS	Educated to 2:1 degree level or above	A relevant post-graduate or other professional qualification, membership of IfA at PlfA level
EXPERIENCE	<p>Experience of working in a professional environment</p> <p>Experience of taking part in archaeological projects, undertaking standing building surveys on a range of building types, dealing with a wide range of people such as clients, curators and the public</p>	
SPECIAL SKILLS	<p>Knowledge of a range of standing buildings and their architecture</p> <p>Excellent organizational skills</p> <p>Computer literate</p>	<p>Archaeological fieldwork skills</p> <p>Full driving license</p>
DISPOSITION	<p>Good communication and interpersonal skills</p> <p>Able to work individually and as part of a team</p> <p>Mature and professional attitude to work</p> <p>Willingness to do as instructed</p>	
INTERESTS	Archaeology of Britain	Period or thematic specialisms



LOTTERY FUNDED

SPECIAL REQUIREMENTS	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.	
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