



**Archaeological
Research Services Ltd**

PERSON SPECIFICATION

POST TITLE: Projects Officer

	ESSENTIAL	DESIRABLE
EDUCATIONAL AND OCCUPATIONAL ATTAINMENTS	Educated to 2:1 degree level or above	A relevant post-graduate or other professional qualification
EXPERIENCE	<p>Experience of working in a professional office environment and conducting oneself in a highly professional manner</p> <p>Experience of running archaeological projects, supervising sites and staff and dealing with clients, curators and the public</p> <p>Documented experience of organising and delivering post-excavation work and producing high quality written work and reports.</p> <p>Experience of report checking, including DBAs, evaluation, excavation and standing building reports</p> <p>Experience of successfully working to deadlines, working under own initiative as well as in part of a team</p>	
SPECIAL SKILLS	<p>Genuine communication skills</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, evaluation and excavation reports.</p>	<p>Giving talks</p> <p>Speaking in meetings, conferences <i>etc.</i></p> <p>Writing of tenders, quotations</p> <p>Writing full and persuasive project designs</p>

	<p>Managerial skills</p> <p>Motivating others</p> <p>Maintaining discipline</p> <p>Excellent organisational skills</p> <p>Computer literate</p> <p>Full 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>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>
INTERESTS	<p>Archaeology of Britain</p>	<p>Period or thematic specialisms</p>
SPECIAL REQUIREMENTS	<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>	