



**Archaeological
Research Services Ltd**

JOB DESCRIPTION

Post Holder	TBA
Job Title	Assistant Projects Officer
Duration	3 months initially
Grade	8
Annual Salary	18,500
Location	Sheffield, and other locations as required.
Accountable to	Office Manager and other senior staff.
Job Summary	To carry out a wide variety of project-related work and assist in undertaking and completing fieldwork, reports, archives <i>etc.</i> and to undertake administrative, clerical and general office duties and to undertake other duties that may arise as required. Creative work such as illustration will also be undertaken. You may be trained to achieve First Aider at Work status.
Responsibilities/Main Duties	Attend meetings and accompany senior staff to meetings as required. Undertake and help organise project designs, fieldwork, post-excavation work, archiving and preparation of reports and publications. Survey and illustrative work.

Help generate work and liase with clients and county archaeological officers.

Take part in training programmes and staff development initiatives.

Drive the company vehicle when required.

Keep the company vehicle tidy and roadworthy at all times. Notify the business administrator of any faults *etc* so that they can be rectified.

Any other duties that may be allocated from time to time.

You must be flexible in your working time with occasional evening and weekend work and working away from home required. The way in which our company operates requires all staff to be flexible.

Safety

To abide by the safety rules as set out in the Health and Safety Handbook.

Hours of Duty

40 hours per week (inclusive of breaks).

Annual Leave

All statutory bank holidays (8) plus 20.

Conditions of Service

See the Staff Handbook.

Period of Notice

Four weeks in the first year.

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.