



Job Description

Project Officer

Post Holder	TBA
Job Title	Projects Officer
Duration	Permanent
Grade	9
Annual Salary	£23,000 – £30,000
Location	Bakewell office (and on sites across UK as required).
Accountable to	Senior Projects Manager
Job Summary	<p>Perform Project Officer role on a variety of projects including production of WSIs and RAMS, fieldwork, post-excavation, reports, archives <i>etc</i>, as required and to undertake project and personnel supervision, give and take instructions and report to your line manager. Administrative duties and to undertake other duties that may arise as required. Driving. Illustration and creative work incl. CAD (Draftsight). Undertake discussions with wide range of clients and stakeholders. Produce accurate, well written reports. Alert relevant person of Management Team to any matters arising and overseeing care of Company Equipment and on-site health and safety. Contribute to Company growth and be an active high performing team player.</p>
Responsibilities/Main Duties	<p>Lead teams and give instructions on site and motivate and build the team.</p> <p>Communicate up and down the management tree, alerting relevant person of Management Team to any matters arising.</p> <p>Oversee delivery of health and safety policy and protocols and Company equipment on site.</p> <p>Undertake, manage and organise WSIs, project designs, project staff, fieldwork, post-excavation work, reporting and archiving and preparation of publications.</p>

Site survey, data processing and illustrative and digitisation work (incl. use of CAD – Draftsight).

Liaise with clients, county archaeological officers and other curators as appropriate.

Take active role in networking on behalf of the company.

Attend meetings as required, incl. meetings with all project stakeholders.

Take part in training programmes and staff development initiatives.

Further the company's vision, mission and core values.

Drive company vehicles when required.

Keep company vehicles tidy and roadworthy at all times. Notify Business Administrator of any faults *etc.* so they can be rectified.

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

Undertake occasional out of hours work on behalf of the company such as attending meetings, conferences, giving talks or making essential phone calls or communicating important information to other ARS Ltd staff.

Safety

To abide by all statutory safety regulations and company policies as set out in the Health and Safety Handbook. Report all accidents and near misses.

Hours of Duty

37.5 hours per week (excluding breaks and travel time).

Annual Leave

All statutory bank holidays (8 days) plus 20 days holiday per year.

Conditions of Service

See the Staff Handbook.

Period of Notice

Eight Weeks if less than one year and 12 weeks thereafter.

Confidentiality

It should be noted that some of the information that the post-holder will access will be of a confidential nature both to 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.