



Archaeological Research
Services Ltd

Person Specification

Projects Manager

	ESSENTIAL	DESIRABLE
EDUCATIONAL AND OCCUPATIONAL ATTAINMENTS	<p>Educated to 2:1 degree level or above</p> <p>Membership of Chartered Institute for Archaeologists</p>	<p>A relevant professional qualification (e.g. Member of ClfA) or post-graduate qualification (e.g. PhD, Masters)</p>
EXPERIENCE	<p>Experience of working in an office environment and conducting oneself in professional manner.</p> <p>Experience of running archaeological projects, running sites, supervising and motivating 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>Proven ability to run projects to time and cost and complete them to client satisfaction with rapid invoicing.</p> <p>Experience of health and safety responsibilities and ability to ensure all staff conform to requirements and adopt organisation's health and safety culture.</p> <p>Experienced in exercising sound judgement and delivering successful outcomes that take account of the subtleties and complexities of archaeological data.</p> <p>Experience of report checking, including evaluation, excavation and other types of 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>High level understanding of archaeological fieldwork, including ability to judge most appropriate methods, quantum of work required, ability to cost jobs and to persuade and negotiate with local authority archaeologists.</p> <p>Authentic high quality communication skills (listening, oral and written) and ability to quickly build rapport with teams and line manager.</p> <p>Ability to organize staff and allocate jobs, hold staff to account and ensure tasks get completed.</p> <p>Ability and interest in staff development – bringing on junior staff and helping to grow people as well as develop their skill sets.</p>	<p>Speaking in meetings, and giving talks and presentations <i>etc.</i></p> <p>Writing full and persuasive WSIs, RAMS, project designs.</p>

	<p>Excellent written English and ability to express oneself accurately and take account of the nuances required in the production of first rate reports.</p> <p>Self discipline, attention to detail, excellent numeracy, forensic accuracy.</p> <p>Excellent organisational skills.</p> <p>Excellent team management and leadership skills.</p> <p>Ability to prioritise many concurrent tasks based on daily, weekly, monthly and annual goals.</p> <p>Computer literate including use of Office and other programmes.</p> <p>Full driving license.</p>	
DISPOSITION	<p>Trustworthy and have integrity.</p> <p>Exceptionally organised and self-disciplined.</p> <p>Humble but confident.</p> <p>Willing to function and contribute as part of a motivated and thriving team and willing to take instructions.</p> <p>Very resourceful and natural problem solver.</p> <p>Outstanding interpersonal skills.</p> <p>A real team player.</p> <p>Motivated to help others.</p> <p>Loyal.</p> <p>Able to remain calm, confident and competent under pressure.</p> <p>Desire to be the best you can be.</p> <p>Good sense of humour.</p>	Cheerful.
INTERESTS	Archaeology of Britain.	Period or thematic specialisms.
SPECIAL REQUIREMENTS	<p>Willing to work a range of hours in order to attend meetings, take advantage of training courses, and ensure quotations and tenders are completed before deadline.</p> <p>Able and willing to travel throughout the UK for site visits, meetings, conferences, training <i>etc.</i> including outside of work hours</p> <p>Ambitious to assist in growing the company, assisting with staff development and taking it forward.</p> <p>Keen to align oneself with, and promote, the</p>	

	vision, mission and values of the company.	
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