



**Archaeological
Research Services Ltd**

JOB DESCRIPTION

Post Holder	TBC
Job Title	Assistant Projects Officer
Duration	Permanent
Grade	8
Annual Salary	£20,000 - £23,000
Location	?????? office and elsewhere on sites as required
Accountable to	Project Manager
Job Summary	<p>To assist in a wide variety of project-related work and to undertake archaeological fieldwork, post-excavation, digital plans and drawings, reports, archives <i>etc</i> and to undertake administrative and other duties that may arise as required. Supervision of small sites and junior staff, including organising work duties, monitoring the work undertaken by junior staff and ensuring work is undertaken correctly and to the right standard. Drawing issues to the attention of the Project Officer or Manager and taking responsibility within any given project to ensure that work gets completed on time and to budget and the job runs smoothly.</p>
Responsibilities/Main Duties	<p>Undertake archaeological fieldwork, post-excavation work, archiving and assist in preparation of publications.</p> <p>Watching briefs, evaluation trenching, excavation work, fieldwalking and related work.</p>

Sieving, sampling, metal detecting, surveying.

Recording and checking, including context sheets, photography, drawings, survey and so forth.

Undertake and assist with post-excavation work, archiving and preparation of reports.

Produce illustrative material and become competent in use of CAD and GIS as well as producing basic reports on watching briefs *etc.*

Survey and Illustrative work.

Contribute to project designs, written schemes of investigation, risk assessments *etc.*

Oversee delivery of health and safety policy and protocols and Company equipment on site.

Take part in training, staff and personal development initiatives/coaching.

Attend any relevant site meetings and accompany senior staff to meetings as required.

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

Hours of Duty

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

Annual Leave (pro rata)

All statutory bank holidays (8) plus 20.

Conditions of Service

See the Staff Handbook.

Period of Notice

First month = nil.

After 1 month & within probation period = 1 week

After completion of probation period = 8 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 and with prior permission.

Note

This job description does not form part of the contract of employment.

This job description will be reviewed on a regular basis.