



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

Job Description

Projects Manager

Post Holder	TBC
Job Title	Projects Manager
Duration	Permanent
Grade	9
Annual Salary	£30,000 - £40,000 +
Location	Bakewell office/home-working (and site visits across UK as required).
Accountable to	Head of Field Investigations
Job Summary	<p>Work to Head of Field Investigations and alongside other Project Managers as part of the Management Team. Perform a Project Manager role on a variety of projects including production of WSIs and RAMS, health and safety responsibilities, maintaining accurate project records and producing accurate and on-time project reporting, contributing to the staff planner, invoice preparation, overseeing 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. Oversee contractual agreements, including with sub-contractors. Administrative duties and to undertake other duties that may arise as required. Driving. Undertake discussions with wide range of clients and stakeholders. Play an active and positive role within the Management Team. Contribute to Company growth and be an active high performing team player.</p>
Responsibilities/Main Duties	<p>Lead projects and support team leaders, give instructions and motivate and build teams.</p> <p>Inculcating, promoting and delivering Vision, Mission and Culture of the Company.</p> <p>Actively follow and enforce all Company rules and procedures for yourself as well as other members of staff.</p> <p>Oversee and complete contracts for clients and also with suppliers including NEC3 contracts.</p>

Archaeological project management and oversight.

Allocation and communication of resources, timescales and goals to staff for fieldwork and post-ex. tasks in conjunction with Senior Projects Manager and Sales Team.

Design and set-up projects and post-ex programmes in conjunction with Sales team & Head of Field Investigations.

Sign off projects and trigger invoicing for those responsible for.

Input to new project initiatives (e.g. community, commissioned, research and development).

Contribute to strategy, programme and project design to costings and tenders for selected jobs.

Conduct annual appraisals for selected staff in conjunction with Head of Field Investigations and other Project Managers.

Communicate up and down the management tree, take decisions as appropriate, ensure tasks are completed and alert relevant person of Management Team, to any matters arising as appropriate.

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

Undertake, manage and organise WSIs, RAMS, project staff, fieldwork, post-excavation work, reporting and archiving.

Take active role in networking on behalf of the company.

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

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	<p>This job description does not form part of the contract of employment.</p> <p>This job description will be reviewed on a regular basis.</p>