



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

Person Specification

Project Officer

	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 a highly 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, digital graphics and reports.</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>Full archaeological fieldwork skills, including ability to survey and layout trenches.</p> <p>Authentic high quality communication skills (listening, oral and written) and ability to quickly build rapport with teams and line manager.</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>Highly computer literate including use of Microsoft Office, CAD or commitment to learning it quickly,</p>	<p>Speaking in meetings, and giving talks and presentations <i>etc.</i></p> <p>Writing full and persuasive project designs.</p>

	<p>survey software.</p> <p>Full driving license.</p>	
DISPOSITION	<p>Trustworthy and have integrity.</p> <p>Exceptionally organised.</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 vision, mission and values of the company.</p>	