### Archaeological Research Services Ltd

### Head of Field Archaeology

### Permanent position following 6 month probation

### Salary £40,000 - £50,000+ (dependant on experience)

**The Position:**

### Are you a highly motivated, go-getter with an ability to drive and lead delivery of our archaeological fieldwork contracting services? Can you oversee multiple projects, people and plan ahead? Do you have a passion for delivering value and benefit through archaeology? Are you an exceptional communicator, highly organised, efficient and with a high work-rate? This position is for a key member of our Management Team to lead one of the three divisions of the Company, the others being our Consultancy and Specialist Services divisions. It requires you to be excellent at your job and an effective leader, motivator and relationship-builder. You need to be highly disciplined, have high level attention to detail, be experienced with costings, budgets and delivering projects to budget, a good ‘people person’ as well as a competent archaeologist/allied professional. We are looking for a strong track-record in contracts, budgeting, report checking and team leadership and able to start soon to ensure a smooth and effective handover. The post is ideally based at our Bakewell HQ, but could include home-working based from elsewhere in England subject to regular weekly office and site visits as required, however a locally based location is preferred.

### You will ideally have experience of running a wide range of projects, motivating and leading teams, planning staff allocations to jobs, co-ordinating post-excavation work, negotiating with local authority archaeologists, producing risk assessments, quality assurance and report checking. You will have responsibility for delivering a wide range of projects and will be accountable to the Chief Operating Officer. You will be responsible for completing work on commercial and research-based archaeological projects on time and to budget and for getting invoices issued promptly. A good knowledge of British Archaeology is essential and ideally a track record in reports, editing and perhaps publication. Good working knowledge of Microsoft Project and Excel is important and good working knowledge of CAD and GIS could be an advantage.

### We are a high performing company with a professional yet friendly culture with many outstanding performers. We maintain a high commitment to staff development and training and look forward to supporting career development and developing people to be the best they can be. This position is available for a relatively rapid start and we very much welcome enquiries from senior, proven people who want to be part of a sector-leading Company that is innovating for the future and loves what we do.

**In return, we offer an exciting range of employee benefits:**

* Strong, positive corporate culture and Management Team
* Competitive salary
* Sector-leading commitment to training and career progression including one to one coaching
* Member of the Company’s health cash plan which includes a wide range of health services and financial support
* Discounts and rewards on health, fitness and entertainment
* Attractive pension contribution
* Life assurance cover
* 28 days annual leave (including Bank Holidays)
* Additional annual leave accrued linked to length of service
* Accommodation provided for away work with subsistence
* Full personal protective equipment and Company branded attire
* 100% of CIfA subscription fees and CSCS card fees

**To apply:**

Visit our website [www.archaeologicalresearchservices.com/about-us/careers/](http://www.archaeologicalresearchservices.com/about-us/careers/) and download, fill in and submit all the required documentation as set out below and send to personnel@archaeologicalresearchservices.com. If you would like to discuss the post with us then please ring us on 01629 814540 and ask for ‘personnel’.

### Applicants must complete and send in:

### Covering letter compromising 250 words on why you consider yourself a suitable candidate.

### Our application form (downloadable from the website) including the names and full contact details of two referees

### Equal opportunities form (downloadable from our website)

### Full CV

**Closing Date:** 31st July 2021