

**Job Description**

**Head of Field Archaeology**

**Post Holder**

**Job Title** Head of Field Archaeology

**Duration** Permanent

**Grade** 9

**Annual Salary** £40,000 £50,000

**Location** Bakewell office/ some home-working (and site, client, curator *etc*. visits across UK as required).

**Accountable to** Chief Operating Officer

**Job Summary** Work to Chief Operating Officer and alongside the Heads of the Consultancy and Specialist Services divisions and leading a team of Project Managers and Project Officers as part of the top tier of the Company’s Management Team. Perform a Head of Archaeological Contracting that will include team leadership, goal-setting, motivation and holding to account, project reviews and financial auditing of projects. Production of WSIs and RAMS, staff allocation to projects, maintaining accurate project records and producing accurate and on-time project reporting, responsible for the staff planner, invoice preparation, overseeing fieldwork, post-excavation, reports, archives *etc,* 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. Undertake discussions with wide range of clients and stakeholders. Play an active and positive role within the Management Team. Contribute to Company strategy, growth, innovation and be an active high performing team player. Line manage team responsible for.

**Responsibilities/Main Duties** Organising and managing staff work schedule and

 disseminating the staff planner for Contracting Services on a weekly basis.

Collate, review and control productivity metrics for monthly KPI dashboard. Provide metrics on key projects for weekly and monthly reviews as necessary.

Achieve >95% productivity for fee-earning Contracting staff.

Archaeological project management and oversight, including direct line management of Project Managers and Senior Project Officers, motivation and fostering a positive environment.

Undertake, manage and organise WSIs, RAMS,

 project staff, fieldwork, post-excavation work,

 reporting and archiving.

Achieve zero or minimal project overruns and overspends.

Allocation and communication of resources, timescales and goals to staff for fieldwork and post-ex. tasks in conjunction with other Project Managers and Officers, Logistics Manager *etc*.

Design fieldwork programmes in conjunction with PMs and Sales team members.

Design post-ex programmes in conjunction with PMs and Sales team members.

Oversee and complete contracts for clients and also with suppliers including NEC3 contracts.

Managing Archives, including oversight of Company Archives Officer and their liaison and deposition of all archives.

Mentoring field and post-ex staff in various aspects of work.

Quality assurance (WSIs, fieldwork reports, illustration *etc*.).

Ownership and oversight of signing off projects and triggering invoicing on project completion and monthly basis for all projects responsible for.

Input to new project initiatives (e.g. community, commissioned, research) and ways to add value (economic, environmental, educational and social) to projects for our clients, the public and ARS Ltd.

Annual appraisals for Project Managers and Senior Project Officers.

Responsible for field archaeology document templates (e.g. WSIs, fieldwork reports of various types) together with guidance/crib sheet notes, and co-ordinating and contributing to archaeological methodological and technical development. Review annually.

Inculcating, promoting and delivering Vison, Mission and Culture of the Company.

Actively follow and enforce all Company rules and procedures for yourself as well as other members of staff.

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.

Take active role in networking on behalf of the company.

Keep any company vehicles you use 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** Up to completion of probation 4 weeks, after successful completion of probation period 12 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 other ARS Ltd employees and clients, and such information must not be communicated to other persons except where required for authorised purposes.

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

 This job description will be reviewed on a regular basis.