



ARCHAEOLOGICAL  
RESEARCH SERVICES LTD  
*Digging with Purpose*

## **Archaeological Research Services Ltd**

### **JOB DESCRIPTION**

<b>Job Title</b>	Consultant/Senior Consultant
<b>Duration</b>	Permanent Contract with 6-month probation
<b>Grade</b>	8-10
<b>Annual Salary</b>	£28,000 – £40,000+ depending on experience
<b>Benefits</b>	Part of Company annual bonus scheme (subject to Company's annual targets being met) Health cash plan Generous Company contribution to pension scheme Life Assurance cover Annual bonus subject to Company-wide targets being met
<b>Location</b>	Hybrid model available with mix of office-based work plus home-working, plus meetings, site visits, training <i>etc.</i> as required.
<b>Accountable to</b>	Head of Heritage Consultancy
<b>Job Summary</b>	To carry out a wide variety of project work including customer liaison, relationship-building, negotiation and care. Producing desk-based assessments, Environmental Statement chapters, setting studies, WSI's, HIAs, quality assurance report checking, networking/marketing, supervising staff, overseeing the successful initiation and delivery of projects. Undertake day to day

management of the Consultancy team alongside the Head of Heritage Consultancy and schedule, monitor and hold to account Heritage team work programmes. Undertake negotiations with wide range of clients and stakeholders and produce project reports and costings. Produce accurate, well written and persuasive documentation as appropriate. Driving. Illustration using CAD or GIS to support DBA's and ES chapters. Assist in developing the consultancy service for the company, generating clients, leads and winning new work, and including training of other team members.

### **Responsibilities/Main Duties**

Produce full range of consultancy services and documents including DBA's, ES chapters, WSIs, schemes of work, heritage statements, setting studies, master planning, liaise with clients and planning authorities and negotiate schemes of work *etc.*

Line manage Consultancy Team incl. project and people management, setting goals, weekly reporting, time sheet auditing, identifying personal development needs, appraisals.

Report checking of a wide range of reports including DBA's, evaluation reports, excavation reports, standing building surveys *etc.*

Supervise staff and projects with responsibility for the consultancy side of jobs.

Illustrative and GIS work to support DBA's and ES chapters including willingness to learn, if not already got, skills to understand setting and visualisation studies.

Help market/network for the company and generate new work, win projects and liaise with clients, regulators and other stakeholders.

Willing to learn from and contribute to historic building surveys if not already conversant.

Undertake, manage and organise project designs, fieldwork, analytical and data processing work, archiving and preparation of publications, project designs and WSIs.

Give presentations to professional and public audiences as required.

Take part in training programmes and staff development initiatives and assist in training of others as appropriate.

Attend meetings as required.

Drive a company vehicle when required.

Keep any company vehicle tidy and roadworthy at all times. Notify the Business Administrator of any faults *etc* so that they can be rectified.

Any other duties that may be reasonably allocated from time to time.

**Experience & Qualifications**

Professional, commercial experience in consultancy, field archaeology, historic building work. Excellent up to date knowledge of the English and other British planning systems. Ability to use GIS and good photography and survey skills. A good knowledge of British archaeology and a track record in archaeological publication. Excellent written English skills.

**Safety**

To abide by all statutory safety regulations and company policies as set out in the Health and Safety Handbook.

**Hours of Duty**

37.5 hours per week excluding breaks.

**Annual Leave**

All statutory bank holidays plus 20 days holiday per year. Further leave accrued linked to length of service (see Employee Handbook).

**Conditions of Service**

See the Employee Handbook.

**Period of Notice**

Within probation period = 2 weeks  
After 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.