



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

Person Specification

Consultant / Senior Consultant

| | ESSENTIAL | DESIRABLE |
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| 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) and/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>Motivating and supervising staff and dealing with clients, curators and the public.</p> <p>Team leadership, line management, goal-setting, holding staff to account and getting results through others.</p> <p>Documented experience of producing high quality desk-based assessments, environmental statement chapters, setting studies, heritage statements, WSIs and delivering consultancy services to clients including local authority and client negotiation.</p> <p>Experienced in exercising sound judgement and delivering successful outcomes that take account of the subtleties and complexities that are often required in the provision of good independent consultancy advice.</p> <p>Experience of quality assurance including report checking of consultancy documents, 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> <p>Generating profitable</p> | |
| SPECIAL SKILLS | <p>In-depth knowledge of the English planning system and particularly with respect to the Historic Environment</p> <p>Authentic high quality communication skills (listening, oral and written) and ability to quickly build rapport with a lead/client/team members, and to communicate effectively downstream and upstream within a defined management structure.</p> <p>Excellent written English and ability to express oneself accurately and take account of the nuances required in the production of first rate</p> | <p>Knowledge of planning system of Scotland, Wales, Northern Ireland or other jurisdictions beyond England.</p> <p>Speaking in meetings, and giving talks and presentations <i>etc.</i></p> <p>Writing full and persuasive project designs.</p> <p>Managerial Skills.</p> |

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| | <p>DBAs and Environmental Statement chapters.</p> <p>Self-discipline, attention to detail, excellent numeracy, forensic accuracy.</p> <p>Excellent organisational skills.</p> <p>Ability to deeply analyse data and make effective recommendations/decisions based on that analysis.</p> <p>Ability to prioritise many concurrent tasks based on daily, weekly, monthly and annual goals.</p> <p>Ability to follow systems and ensure those in your team also follow proscribed systems.</p> <p>Computer literate including competency in use of GIS.</p> <p>Full driving license.</p> | |
| DISPOSITION | <p>Trustworthy and integrity.</p> <p>Exceptionally organised and self-disciplined.</p> <p>Humble but confident.</p> <p>Positive and upbeat.</p> <p>Willing to function as part of a motivated and thriving team and willing to give and take instructions.</p> <p>Analytical with a good splash of creativity.</p> <p>Very resourceful and natural problem solver.</p> <p>Outstanding interpersonal skills.</p> <p>Able to work individually and as part of a team.</p> <p>Motivated to help others.</p> <p>Loyal.</p> <p>Able to remain calm, confident and competent under pressure.</p> <p>Good sense of humour.</p> | Cheerful. |
| INTERESTS | <p>Archaeology of Britain.</p> <p>Creating value for clients, society and ARS Ltd (including financial, social, educational, environmental)</p> | 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> | |

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| | <p>Ambitious to assist in growing the Company, assisting with staff development and taking the Company forward.</p> <p>Keen to align oneself with, and promote, the vision, mission and values of the Company.</p> | |
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